

19 January 2017

Dear Parents and Carers

At St Julie's Catholic High School we recognise that regular attendance is crucial in order to support students to achieve their potential outcomes. Every student's attendance at school has an impact on their levels of attainment, relationships with peers, enjoyment of their learning experience, future aspirations and opportunities. As a school, we promote to students the importance of high attendance rates, whilst also recognising the external factors which can influence student attendance and, as such, we continue to work in partnership with parents/carers, the Education Welfare Officer and other relevant services to support our students and their families, by addressing these issues.

The school continues to take a proactive approach to the promotion of good attendance by defining expectations with students and their parents/carers, thus providing effective and efficient systems for monitoring attendance in accordance with legal requirements.

To assist the work that our Pastoral and Administration Team carry out in order to support your child and ensure they reach their full potential, I wish to take this opportunity to remind all Parents/Carers of the procedures they should follow, in the event of your child being absent from school:

- **First day of absence:** Parents/carers **must** notify the school on the **first** day of their child's absence (Telephone No: 428 6421, Option 1 to leave a message on the attendance line) and each day thereafter.
- **First day on return to school:** On the child's **first day of returning to school, following an absence**, it is essential that the parent/carer sends a letter to the Form Tutor outlining the reason for the absence.
- **Medical Evidence Required:** Once your child's attendance drops below **95%** medical evidence is required in order to authorise further illness.
- **Absence other than non-medical:** If your child's absence is due to non-medical reasons, please contact a member of the Pastoral team (your child's Form Tutor or Progress Leader or Administration Team) in order to enable school to provide any necessary support.
- **Medical appointments:** For medical appointments, where possible these should be at the start or end of the day. **Students are expected to attend school before an appointment, and after an appointment, where possible.**

Reminder:

We encourage students to aim for 100% attendance and expect 97% as a minimum.

- Once your child's attendance falls below 97%, your child's Form Tutor will let them know that attendance has fallen below the school target.
- Once your child's attendance falls below 95%, your child's Progress Leader will let them know that at this point your child risks their results falling by at least 1 full grade at GCSE and A Level
- Less than 92% We will write to let you know that your daughter is at risk of becoming a PA student. We will also involve the Student Attendance and Education Welfare Service of the City Council (PAEWS)
- Less than 90% We will write to let you know that your daughter is now a Persistent Absence student and that we will be putting an individual plan in place for your child in order to support an improvement in their attendance.

I must point out that, for every 10% drop in attendance, students' achievement will fall by at least one grade.

Parents/Carers **are urged** to familiarise themselves with this Attendance Procedure, and to work closely with school staff to overcome any problems which may affect a child's attendance.

Finally, may I remind you that for the above reasons and, in accordance with the statutory requirement by the Department for Education, **Parents/Carers are discouraged from organising holidays during term time.**

Support and guidance on attendance is always available and if you have any questions about this or if you need any help to achieve an improvement in your daughter's attendance then please contact me via the school Administration office (0151 428 6421) to discuss the situation.

May I take this opportunity to thank you for your support in working with St Julie's Catholic High School in order to ensure that your child achieves their full potential.

Yours faithfully

Mrs J Sewell
Head of Lower School
Senior Lead for Whole School Attendance (KS3/KS4/KS5)