

St Martin's Church of England Primary School

'Learning together, achieving together'



KALEIDOSCOPE
Multi Academy Trust

Headteacher: Mr. S. Marriott M.Ed. B.A. (Hons). PGCE



26th February 2019

Attendance 2018-2019

Dear Parent/Carer,

As I'm sure you are aware your child's attendance in school is extremely important for their education and is monitored very closely.

In September 2015 the Government changed their guidelines and any child's attendance that drops below 90% could lead to a referral being made to the Educational Welfare.

Whilst it is appreciated that absences do occur it is your responsibility as parents to ensure your child attends school regularly. If your child's attendance drops below 90% medical evidence will be required for it to be authorised, this is a requirement by the Educational Welfare. This can be a prescription, appointment card or medication that may have been prescribed, if evidence is not supplied the absence will be unauthorised.

If your child is unwell then please ring 01934 628651 before 10:00am leaving your child's name, class and reason for the absence. A day off without a reason will be registered as unauthorised.

Children should not be in school before 8:30am as the playground is unsupervised until this time. If you wish to drop off your child before 8:30am then please contact the school to book a place in Breakfast Club at a cost of £3.50 per session.

May I also remind you that registration is at 8:45am, and those arriving later than this will be marked as late and after 9:15am will be unauthorised. If your child arrives after 8:45am, please bring them to the main office where you will be asked to sign them in.

All holiday requests will be unauthorised unless it is for exceptional circumstances and more than 5 unauthorised absences in a school year will result in a penalty notice being issued. Please note each day qualifies as 2 absences - morning and afternoon.

I am sure you value your child's education as much as we do and will support us in ensuring good attendance.

100% attendance = 0 weeks missed learning
95% attendance = 1 week & 4 days missed learning
90% attendance = 3 weeks & 4 days missed learning
85% attendance = 5 weeks & 3 days missed learning
80% attendance = 7 weeks & 3 days missed learning

Yours Sincerely,

Simon Marriott
Headteacher



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www.stmartinsschool.org.uk

