



Dear Parent/Carer,

As part of our ongoing improvements across the Academy and to provide the best possible opportunities for each child, the academies across the Our Lady of Lourdes Catholic Multi Academy Trust are committed to working together with parents and carers to ensure the highest possible attendance, which will in turn support the progress of our children.

As we begin our new school year, it is important to remember that the occasional or few days off due to illness, holidays or family events can mount up and lead to children's attendance levels falling. This can have a negative impact on their progress in school and affect their overall wellbeing.

With this in mind, you can support the school, and your child, to achieve attendance targets by:

- Making sure your child attends school regularly and on time.
- Contacting school on the first day of any absence on 01522 871400.
- Informing school of any problems that may impact on your child's attendance, punctuality and learning, including contacting your child's form tutor or Head of Year if you feel you or your child need some additional support.
- Arrange routine medical appointments outside of school time. If this is not possible, please bring your child in prior to their appointment and ensure they return to school afterwards.
- Consider whether it is appropriate to bring your child into school in the morning if they feel a little under the weather. The Academy will contact you if we feel they need to go home.
- If you feel your child is too ill to come to school, please try to provide medical evidence. This can be prescription medication, an appointment card or a prescription.
- Ensure that you do not book holidays in term time. **Please note:** In line with government regulations, we are advised not to authorise holidays taken in term time.

It is a legal requirement for children to have access to an education and it is the responsibility of the parent or carer to ensure children access that education. It is the duty of the school to provide support for parents and carers to ensure good attendance and to liaise with the local authority when attendance falls under 95%, exploring further support for families to improve attendance at school. This may include letters, telephone calls and invitations to meetings to discuss your child's attendance.



**Below is a table of how school absence could affect your pupil's ability to access the curriculum.**

Above 97%	<b>Above 97%.</b> Less than 6 days' absence a year: Excellent attendance! Pupils with this attendance should have access to the majority of the taught curriculum.
95% and below	<b>95%.</b> Less than 10 days' absence in a year: Attendance needs to improve! Pupils with this attendance are likely to access the majority curriculum but will miss out on important educational experiences.
90%	<b>90%.</b> 19 days' absence over the year: Pupils with this attendance are missing <u>1 month</u> of school per year and will miss key curriculum areas; it will be difficult for them to achieve their best.
85%	<b>85%.</b> 29 days' absence in a year: These pupils are missing <u>6 weeks</u> of school per year, it will be very difficult for them to access the curriculum and achieve their best.
80% or below	<b>80%.</b> Pupils with this attendance are missing the equivalent of <u>1 day for every week</u> of school. It will be almost impossible to access all of the curriculum.

Further information on how local authorities work with schools to support good school attendance can be found here: <https://www.gov.uk/school-attendance-absence>

Further information on how the Academy will support you and your child can be found on our Academy website in our Pupil Attendance Policy: <https://sspp.lincs.sch.uk/information/our-policies/>

We all look forward to working with you to ensure the best possible education for your children to secure the best opportunities for their future success.

Yours sincerely,

Mrs Helen Evans  
Assistant Headteacher