



Dear Families,

20th October 2022

As you are all aware, the last few years have been challenging with regards to the national pandemic. Attendance in schools decreased due to isolations and illnesses. As a result of this, the children have lost out on a great deal of learning hours and educational opportunities.

The new DFE guidance instructs that children must be in school every day, and the total weekly hours amounts to 32.5. As a school our attendance goal is **96%** for each student.

We are going to be regularly reviewing student's attendance across the school, and will be sending out letters after half term for any student whose attendance drops below **96%**. Whilst absences such as illness or medical appointments are authorised, they will still be counted in your child's overall attendance figure.

At Catcott, our aim is to work with parents to help increase your child's attendance. If the figure drops to below **90%**, this is classed as 'Persistently Absent', and will be raised with the Education Safeguarding Service who will work with you and your family.

Absence

The table below shows the impact of whole days absent and lost learning over one school year:

Attendance Ladder		
How close is your child to 100%?		
0 days off school	100%	Perfection
Equates to 2 days off school each year	99%	Excellent
Equates to 5 days off school each year	97%	Good
Equates to 10 days off school each year	95%	Slight Concern
Equates to 20 days off school each year	90%	Concerned
Equates to 30 days off school each year	85%	Very Concerned

Headteacher: Laura Constanza

Deputy Headteacher: Hannah Lintern

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We are committed to safeguarding and promoting the welfare of children and young people and all staff share this commitment. If you have a concern about the welfare or safety of child please speak directly to Mrs Constanza (DSL) or Miss Lintern (DDSL).

Late

Being late to school can also have a considerable impact over the whole school year. The table below shows you just how much time can be missed over a year just by being 5 minutes late to school every day:

On time each day	0 learning lost
5 minutes late each day	3 days of learning lost
10 minutes late each day	6.5 days of learning lost
15 minutes late each day	10 days of learning lost
20 minutes late each day	13 days of learning lost
30 minutes late each day	19 days of learning lost

Absent Pupil Procedure

If your child is absent, it is your responsibility to notify the school, via ParentMail, Email or Phone Call. If we do not hear from you, you will receive a phone call from the school. If there is no response from the phone call, we will follow our Absent Pupil Policy to ensure they whereabouts and safety of the student.

Request for Term Time Leave

Whilst we recommend students do not take holidays during the school term, if you still wish to go ahead with this then you must complete a Holiday Request Form which are located in the reception area.

Please note that we have the statutory duty to monitor school attendance.

Any letters sent **are not** designed to cause anxiety but to open up an honest discussion as to the nature of our concerns and yours, identify any possible reasons behind absence and put together a plan of support to improve the situation.

Our first review point will be the **October 21st**.

Kind Regards,



Laura Constanza
Head Teacher