



## St Patrick's Catholic Primary School

part of The Romero Catholic Academy

Principal: Mrs A Sherratt

Deedmore Road Wood End Coventry CV2 1EQ

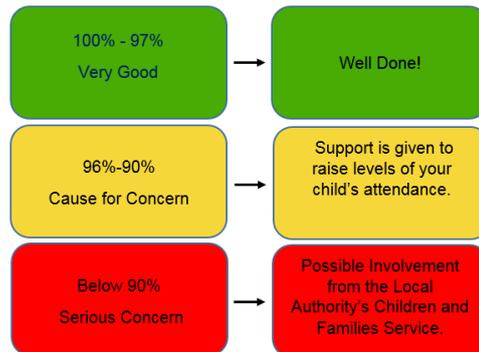
Tel: (024) 76612671 Website: <http://www.st-patricks.coventry.sch.uk>

12<sup>th</sup> January 2018

Dear Parents and Carers

At St Patrick's Catholic Primary School we recognise that excellent attendance and punctuality by pupils is an important factor in raising their achievement and we expect attendance for all children to be 97%. Unfortunately, our overall attendance is below this level.

Under the terms of the 1996 Education Act it is your duty to ensure your child's regular and punctual attendance at school and we monitor your child's attendance and punctuality on a regular basis. Many of our children have attendance which is 97% or above and arrive to school on time and we appreciate the effort and support of parents. Thank you.



If you would like to know what your child's level of attendance is then please ask at the school office for a copy of their registration certificate.

Our school gates open at 8:20 am and your child must be in class for the register to be taken at 8:55 am. If your child arrives to school after this time, then they will receive a late mark. When a child is late for school they miss a vital part of the school day. Children often demonstrate embarrassment when arriving late to class and then can find settling difficult when missing key instructions. It is also disruptive for other children's learning. If your child is late for school 5 minutes a day, this equates to missing 3 days of their education a year.



Taking medical appointments such as Dentist, GP and Opticians during school time will go against your child's level of attendance. Can I please request where possible to arrange such appointments outside of school hours and where this is unavoidable your child must attend school before and after the appointment time.

Of course, there will be times when your child must miss school due to illness. You must contact the school before 9:30 am EACH day that your child is absent from school. It is school policy that our Family Support Worker will make a home visit on their third day of illness or in cases where a child is absent from school and we have not received a message to explain why. I will be enforcing this with immediate effect. Can I therefore please encourage that should your child complain of tummy ache, head ache etc. first thing in the morning that you bring your child to school. Children often 'pick up' during the morning but if your child becomes too unwell to remain in school then please be confident that we will call you to ask you to collect them from school. Should your child be recovering from an illness and needs to continue with prescribed medication during the school day then this can be administered at school by a member of staff.

Please may I take this opportunity to remind you that following Government changes to the Pupil Registration Regulations which came into force from September 2013, the Governors of this school have created policy that states requests for holiday leave will not be authorised. The school's attendance policy makes it clear that where leave is taken for a holiday in term time and therefore has not been authorised, a Penalty Notice may be issued. The Penalty Notice is for £60 per parent, per child if paid within 21 days and £120 per parent, per child if paid after this date but within 28 days.

I hope that we can work together to ensure that all our children have the best opportunity through outstanding attendance to learn and develop to their full potential whilst at school.

Yours sincerely



Mrs A Sherratt  
Principal