



Good Shepherd Primary Catholic Voluntary Academy
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Headteacher: Mrs C Toner

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Dear Parents and carers,

The schools of the Our Lady of Lourdes 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. However, I am becoming increasingly concerned about the attendance and punctuality of some children in school.

Along with this letter is a copy of The Our Lady of Lourdes Attendance Policy which was ratified in January this year. It outlines the Academy Trust's position on Attendance and Punctuality. Please do take the time to read it carefully, in particular the sections on persistent absence and requesting leave during term time.

Please note, that fines may be issued to those of you who choose to take your children out of school during term time without authorisation. **Can I remind you that absences will only be authorised where the circumstances are deemed to be exceptional.** A Leave of Absence request must be made 12 days in advance by completing a leave of absence request form. The application form is attached as an appendix to the policy. Alternatively, you can request one via the school office.

It is important for parents 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 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 0115 9262983 or by using the MyEd app.
- Informing school of any problems that may impact your child's attendance, punctuality and learning.
- 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.
- Ensuring children are ready for school by having good morning and bedtime routines.
- Consider whether it is appropriate to bring your child into school in the morning if they feel a little under the weather. The school office will contact you if we feel they need to go home.

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- Ensure that you do not book holidays in term time.
- 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.

From September, we have appointed Sam Newman as the new Attendance Officer for the school - she replaces Mrs Scorer in this role. She will be monitoring attendance closely and we will contact the parents of children whose attendance is a cause for concern to request a meeting to ascertain what the issues are and also put a plan in place to improve this.

For your information, below is a table of how school absence could affect your pupil's ability to access the curriculum.

Above 97%	Above 97%. 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	95%. Less than 10 days' absence in a year: Attendance has room for improvement. Pupils with this attendance are likely to access the majority curriculum but will miss out on important educational experiences.
90%	90%. 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%	85%. 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
80% or below	80%. 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.

Starting in September, we will be implementing the Our Lady of Lourdes Pupil Attendance Policy which means that any leave of absence that has not been approved will therefore be unauthorised and may lead to a referral being made to the local authority for action, for schools within Nottinghamshire County Council, a Penalty Notice will be requested if an unauthorised holiday is taken in excess of 3 days/6 sessions (over a 6-week rolling period)

We all look forward to working with you to ensure the best possible education for your children.

Your sincerely,



Mrs Celine Toner

Headteacher