



St Robert of Newminster Catholic School and Sixth Form College

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Head Teacher: Mr. D. Juric
Chair of Governors: Mr. G. Moorhouse

10th September 2021

Dear Parents/Carers

I am writing to inform you that St Robert of Newminster Catholic School and Sixth Form College is introducing a new system to track and monitor pupil attendance.

As a school, we expect all pupils to have excellent attendance unless there is a genuine reason due to illness or other notified circumstances. We will be introducing a 4-Stage monitoring process, which is intended to raise pupil attendance levels. We are aware that this could result in some students receiving a Stage 1 letter due to testing positive for COVID, but please rest assured that we will look at each case individually.

Stage 1 – Pupils who have an attendance of 96% or below. A letter will be sent out reminding parent/carer of the importance of good attendance.

Stage 2 – Pupils continue to have attendance of 96% or below and have made no improvement. A letter will be sent home with a parent survey requesting more information to be provided regarding school the absence. It is also possible at this stage for parents to arrange to speak to school about any concerns they may have of their child's school attendance.

Stage 3 – Pupils continue to show little or no improvement and attendance has not reached 96% or above. A letter will be sent home advising that the pupil is now on a 4-week monitoring period. During this period 100% attendance is required unless medical evidence can be provided.

Stage 4 – Pupils who have not passed the 4-week monitoring period will now be considered for referral to the local authority.

Our goal is for all pupils to meet a target of 96% to 100% attendance.

We are asking for the co-operation of all parents/carers. You can help us by:

- Encouraging your child to attend school punctually.
- Telephoning on the day of an absence and providing information to explain the absence.
- Informing us of any changes or circumstances at home which may affect your child. Any such information will, of course, be kept in the strictest confidence.
- Supporting your child and the school by attending parents' meetings and taking an interest in your child's schoolwork.



Head Teachers are no longer able to grant leave of absence during term time unless there are exceptional circumstances.

I hope you will support the school in this matter. If you have any queries, please do not hesitate to contact the School Attendance Team to discuss this further.

Yours faithfully



Mr John Green
Assistant Head Teacher

