



St Robert of Newminster Catholic School and Sixth Form College

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Executive Head Teacher: Mr D Juric
Head of School: Mrs J Bowen
Chair of Governors: Mr G Moorhouse

6th September 2022

Dear Parents/Carers

School Attendance

I am writing to inform you that St Robert of Newminster Catholic School and Sixth Form College will continue to make school attendance a priority this academic year. 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 continue to use our 4 stage monitoring process, which is intended to raise pupil attendance levels. The stages are:

Stage 1	Pupils who have an attendance of 96% or below. A letter will be sent out reminding parent/carers of the importance of good attendance.
Stage 2	Pupils continue to have attendance of 96% or below and have continuing absences. A further letter will be sent home together with a parent survey requesting more information regarding the school absences. This is an opportunity to update us with any medical information or provide any letters or medical evidence that support your child's absences. It is also possible at this stage for parents to arrange to speak to school about any concerns they may have regarding their child.
Stage 3	Pupils still continue to show no improvement and attendance has still 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/Attendance Team for their intervention.

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



To achieve this target, we would kindly ask you to support us by

- Encouraging your child to attend school every day, punctually.
- Telephoning on the day of an absence and providing information to explain the reason for absence.
- Informing us of any changes or circumstances at home which may be affecting your child. Any such information will, of course, be kept in the strictest confidence but it is important that we are made aware.
- Supporting your child and the school by attending parents' meetings and taking an interest in your child's schoolwork. Keeping up to date with your child's school work through their planner, tutor and Head of House.

Head Teachers' are no longer able to grant leave of absence during term time unless there are exceptional circumstances. If we receive a Leave of Absence for holiday during term time, we will inform the Local Authority.

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

