



# ST PETER AND ST PAUL

CATHOLIC VOLUNTARY ACADEMY



*Pro Petro Paulo Patria*

HEADTEACHER: MRS R V LE CAPLAIN, BA (Hons), N.P.Q.H

WESTERN AVENUE, LINCOLN LN6 7SX TELEPHONE: 01522 871400 EMAIL: [sspp@sspp.lincs.sch.uk](mailto:sspp@sspp.lincs.sch.uk) WEBSITE: [www.sspp.lincs.sch.uk](http://www.sspp.lincs.sch.uk)

---

27<sup>th</sup> September 2019

Parent / Guardian,

I would like to update you on the Government Policy regarding School/Academy attendance and also requests for absence (holidays etc). We cannot authorise any absence for holidays during term time (other than in exceptional circumstances). Absence has a negative effect on the progress of young people. 95% attendance, or preferably higher, will significantly increase the potential for students to make their expected progress. 95% attendance over a year is the equivalent to 10 days or 2 weeks of absence.

We will be asking parents/guardians for students with a history of low attendance, high levels of unauthorised absence to provide medical notes or evidence so that absences if they do occur can be authorised. Parents may be invited to attendance panels where poor patterns of attendance occur. In these meetings issues may be addressed with targets set for improvement as an initial strategy prior to a more formal fixed penalty fine route.

In accordance with the Department for Education, any student with an attendance of 90% or less (called persistent absence) or who has more than 4.5 days of unauthorised absence in a 6 week period may receive a fixed penalty fine.

Government legislation states -Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full time education either by regular attendance at school or otherwise. Where a child is registered pupil at school and the parent fails to ensure that a child's regular attendance at school, the parent is liable to be prosecuted for a criminal offence under section 444 of the Education Act.

Punctuality to school is also important so that students do not miss out on key information first thing in the morning as well as potentially disrupting theirs and others learning. It is also a key workplace skill that young people need to learn. I would like to ask Parents/Guardians to ensure students arrive in good time for a prompt 8.40 start.

We have First Day Response Officer who will monitor and follow up absences and lateness of students. Form teachers and Heads of House will continue to support families with specific needs but ultimately it is parents who have responsibility to ensure good (95% +) attendance for their children.

If you have any issues relating to attendance, leave of absence or punctuality, please contact Mrs Dady our First Day Response Officer at the Academy, or your son/daughter's Head of House.

Thank you in advance for your continued support and hope that working with us we can ensure all our young people strive for that 95% attendance figure which should in turn support the academic progress that we are all aiming for.

Yours sincerely

P Wilkinson

Assistant Head



Catholic Multi Academy Trust