



St Gregory's Catholic Primary School

Grange Road, Northampton NN3 2AX

Tel: 01604 403511/409582

Headteacher: Mrs Niamh Rolph

www.stgregoryscatholicprimaryschool.org.uk

24th April 2018

Dear parents/carers,

Our high expectations at St Gregory's extend to the attendance and punctuality of our children. At St Gregory's we encourage high levels of attendance in order that every child be enabled to take full advantage of the learning experiences available to them. Our school offers an environment in which children feel welcomed and valued. Through the ethos of our school, children will be aware that their presence in school is important and they will be missed if they are absent or late.

We know that parent support has 8 times more impact than any other measure in a child's life. Therefore, how you approach school attendance and punctuality will have a direct impact on how your child will view its importance. Ensuring attendance at school is one of the most powerful ways you can prepare your child for success – both in school and in life. When you make school attendance a priority, you help your child succeed at school and develop healthy life habits.

Over the next 2 weeks we are having two Attendance Focus Weeks, in which we will focus specifically on the trends regarding absence and punctuality that there are at St Gregory's, with the aim of ensuring that as many children as possible attend school 100% of the time. We are starting by highlighting to you the expectations set out in our attendance policy. This policy can be found on the attendance page on our website.

23rd April:

This week the focus will be on arriving at school on time and being ready to learn.

It is really important that your child gets to school on time and ready to learn. We aim to provide your child with the best education we can, every day they are in school. When children arrive late or in a rush, they find settling in to their work much harder. They need to have had a good breakfast and a relaxed start.

School opens to children and their parents/carers at 8:55am each day, and children must be seated and ready to learn by 9:05am at the very latest. Please be aware that Key stage 1, and 2 children can be dropped off in the allocated area daily. Children attending school on or after 9.05am should be accompanied by an adult to the school office where they will be expected to explain the reason for being late and sign their child in.

Early Years Foundation Stage: Currently there is no nationally collected data on children's attendance in nursery and reception, as school is not mandatory at this age. However, children go through their most rapid development at this stage, and will benefit from having structure, routine and the opportunity to build their emotional resilience. Research shows that children with low attendance in Nursery and Reception are likely to already be behind their peers, particularly in their acquisition of language and their social emotional development.



St Thomas of Canterbury Catholic Academies Trust is a charitable company limited by guarantee registered in England & Wales under company registration number 09980467 and with registered address c/o NORES, 33 Westbourne Road, Luton, United Kingdom, LU4 8JD. St Gregory's Catholic Primary School is a business name of St Thomas of Canterbury Catholic Academies Trust.

Nursery: Children attending the Nursery are expected to attend the allocated hours agreed with the Nursery and poor attendance may lead to the place being offered to another child. Please be aware that Nursery children are not permitted to use our drop off facility. The expectation is that parent/carers will accompany their children into the Nursery classroom.

Reception: School opens to children and their parents/carers at 8:55am each day, and children must be seated and ready to learn by 9:05am at the very latest. Please be aware that Reception children should be accompanied by an adult when waiting in the Reception area for the start of the school day. Children attending school on or after 9.05am should be accompanied by an adult to the school office where they will be expected to explain the reason for being late and sign their child in.

30th April:

This week the focus will be on reducing absences at school.

We expect children to be in school 97% of the time or more. 97% attendance means missing no more than 5.5 days of school in a year. We believe this is more than enough to cover minor illness as most of our children do much better than this and have 100% attendance, which is excellent! If your child is absent from school, we cannot teach them.

Illness: We know that children fall ill and this may lead to a few days missed from school during a year. If your child has a slight illness, do please bring them in. We are able to administer prescription medicines in school. Please see our website for more information and guidance around common childhood illnesses.

Medical appointments: We ask that you book medical appointments outside of school hours. If it is necessary for medical appointments to take place within school hours, we ask that you provide evidence of this in the form of a hospital letter or GP/Dentist appointment card. In order to minimise the impact of this absence on your child's learning, please bring your child into school before and after the appointment. Any excess time your child has off school surrounding an appointment will be marked as an unauthorised absence.

Term time holidays: Children are not entitled to take holiday absence during term time, and permission for term time absence will only be granted by the Headteacher in the most exceptional of circumstances. Exceptional circumstances does **not** include cheap holiday costs, getting personal paperwork and visas updated or visiting relatives. If you believe your child requires a term time absence, you must write to the Headteacher in advance of the absence.

If your child has less than 95% attendance, you will receive a letter informing you of this during this week. If your child's attendance is below 90%, you will, in accordance with our attendance policy, be invited to a meeting to discuss a way forward.

Thank you, in advance, for your support in ensuring your children are in school, ready to learn. If you would like any help or advice in ensuing improved attendance or punctuality for your child, please do not hesitate to contact us.

Yours sincerely,

Mrs N Rolph
Headteacher