

6<sup>th</sup> September 2019

Dear Parents/Carers,

We would like to take this opportunity at the start of a new academic year to remind all parents/carers of the importance of attendance in school for all children. For our children to gain the greatest benefit from their education, it is vital that they attend school regularly and your child should be at school, on time every day, unless the reason for the absence is unavoidable.

To help us all to focus on this we will:

- Give you details on attendance in our newsletters;
- Track every child's attendance and notify you half-termly if your child's attendance is below 96%;
- Notify you if your child has had 10 or more late arrivals per term (registers close 30 minutes after the start of school), and we may inform the Education Welfare Officer.
- Reward good attendance at the end of each term.

Celtic Cross Education has developed a RAG (Red/Amber/Green) rated system to alert parents when attendance is falling and we will send a letter home should your child fall into one of these categories.

GREEN Band	96% to 93%
AMBER Band	93% to 90%
RED Band (PERSISTENT ABSENTEE)	below 90% (This is a government definition.)

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. If children do not attend school regularly, they may not be able to keep up with schoolwork.

At St Mabyrn CE School we recognise that there are occasions when it is appropriate to authorise an absence, such as when a pupil is genuinely too ill to attend school, has a medical appointment that cannot be taken outside of school hours, or when a request for leave has been agreed in exceptional circumstances.

However, the Government does not support parents taking children out of school unless the school agrees this is appropriate under 'exceptional circumstances'. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

For further detail on the Celtic Cross Education Attendance Policy please visit our website [www.stmabyrn-cornwall.co.uk](http://www.stmabyrn-cornwall.co.uk) under Home >> Key Information >> Policies.

You are welcome to contact the school to discuss any concerns you may have regarding this or if you feel you would like advice or support in helping your child attend more regularly. We are committed to maximising the education of all our pupils and aim to work with parents to ensure this can be achieved.

Yours sincerely,



Brigid Howells  
Head of School

