



Holy Family Catholic High School

Virgin's Lane, Thornton, Liverpool L23 4UL.
Tel: 0151 924 6451 Fax: 0151 932 1417
Headteacher: Mr M Symes BA(Hons), NPQH

Thursday, 18 January 2024

Dear Parent/Carer,

Improving school attendance is everyone's business and, to tackle the challenge we face, we need to work together. From 8th January, the Government launched a national campaign to remind parents and carers of the importance of school attendance.

At Holy Family, we also want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all of our pupils in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success. We also know that pupils fall behind their friends and classmates when they miss school. Last year, pupils with attendance below 90% averaged a grade lower in their GCSEs than those with attendance over 95%.

We know that sometimes our pupils cannot come to school because they are really unwell and the right thing to do is to keep them at home. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> is designed to support you in decision making about mild illness.

We would really appreciate your help and support ensuring that your child comes to school every day so that they can get the best possible outcomes. We want to work with you to achieve this – please call or arrange an appointment with our attendance team if there is anything we can do to support you or your child. We appreciate that every family's situation is unique.

Attendance Expectations

What YOU must do:

- Inform the school before 8.30am on each day of your child's absence either on [ClassCharts](#) or by phone. Please be as specific as you can with the explanation.
- Tell us in advance of any medical appointments and bring in appointment cards/letters (You can also email appointment letters/screenshot of text messages to attendance@holyfamilyhighschool.co.uk)
- If you are not sure whether your child is well enough to attend school, send them in anyway as they often perk up on arrival.
- Have a backup plan for if your child misses their normal transport
- If your child's attendance falls below 90% you will need to send in medical evidence for any further absences.
- When making appointments arrange them around the school day, where possible. Where this isn't possible your child should attend school before and after the appointment.

- Avoid term time holidays.
- If you and your child are experiencing difficulties with school attendance then talk to us as a first step, so we can help!

What WE will do:

- Check your child's attendance every day.
- Phone home to discuss your child's attendance with you.
- Invite you into school for attendance meetings if we are concerned.
- If we cannot establish a reason for absence or absence continues to be a concern, then we may make a welfare home visit.
- Reward good attendance

Many thanks for your continued support,

Claire Hall
Senior Leader in charge of attendance