



St. Michael's Church of England Primary School

Carlisle Road, Dalston, Carlisle, Cumbria CA5 7LN · Tel: 01228 711544 · Acting Headteacher: Mrs L Smith

Our school values: Respect · Kindness · Challenge · Forgiveness · Perseverance

8 March 2022

Dear Parents,

Within school I have been reviewing our pupils' attendance data. I want to ensure that we are doing all that we can to support our pupils in attending school regularly, being punctual and therefore ready to learn. I am aware that sometimes absence from school through illness cannot be helped.

Good attendance is important to help your child's future. It is a known fact that children who miss school frequently fall behind in their work and make less progress academically.

Attendance at 96% and above gives your child the best chance of success! Regular attendance helps children to develop their confidence in school and helps to support lasting friendships. Attending school 90% of the time is the same as missing a half day of school per week. Over one year this equates to four weeks of school and during your child's education, half a year of schooling would be lost. As a result of national lockdowns, our children have already missed a significant amount of face to face learning and we want them to be in school as much as possible.

As you will already be aware, school is no longer able to authorise holidays in term time, unless there are exceptional circumstances. In recognition of the difficult times we all faced and the limited family and social contact due to national lockdowns, many families have been authorised short breaks to meet with families, take a holiday together or, on special occasions, to make up for the lost times. This special allowance will be granted for those families with special planned occasions for the remainder of this academic year. However, these absences in term time need to be requested in writing and authorised by myself beforehand. If we are not told by the first day of absence, your child's absence will be registered as unauthorised.

Notification of absence

If your child is unable to attend school, for any reason, parents are required to notify school, explaining the absence, as soon as possible, and by 9.00am on the first day of absence. The parent/carer should keep in daily contact with school, unless a return date has previously been agreed and discussed. (Some absences require a 48 hour clear period.) You may call school or complete the absence notification form on our school website.

Notification of Lateness

If your child is going to be late, parents are required to notify school before 9.00am, providing an explanation of lateness, which is recorded on the register. This also enables a school dinner, if required, to be pre-ordered.

Notification of Medical appointments

Where possible, non-urgent dental and medical appointments should be made outside of the school day. If your child is attending an appointment during the school day, advance notification of the appointment is required to ensure that the appropriate code can be applied to the register. Registers are taken twice daily.

In order to keep improving our pupils' attendance at school, I will continue to monitor our class registers. I will contact any families of pupils who continue to have an attendance below 90%. I appreciate in some cases future absences may be linked to Covid, isolation and illness. However, for any families experiencing difficulty in this area, there is always advice and support available – we are here to help. We want our pupils to be in school, happy and learning.

As always, please do not hesitate to be in touch if you have any queries.

Kind regards

Mrs L Smith, Acting Headteacher