



Good Shepherd Catholic Primary & Nursery School
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Headteacher: Mrs Fernandes
Deputy Headteacher: Miss Milmo
Assistant Headteacher: Ms Townsley

Thursday 7th September 2017

Dear Parents/Carers,

I hope your children have settled into their new year groups well. I wish to use this opportunity to remind you of our expectations in regards to attendance and punctuality at Good Shepherd. Firstly, our attendance target is 97.5%. To meet this target, children should not be missing more than 5 days out of the 190 school days in the academic year. While ensuring regular attendance is a legal obligation of parents and carers (Education Act 1996), more importantly it is beneficial to all children academically and emotionally. The school believes the target is achievable through an active and modest partnership with you.

There are a few important facts I want you to make you aware of regarding attendance:

- **Absences** – If your child is absent from school, please call the school and choose either option 2 to speak to the office or option 1 which will take you directly to my extension. The school must be given a reason for your child's absence (and you may be required to provide evidence to support this reason and details of when you expect them to return).
- **Illness** – If your child is absent due to illness, you may be asked for evidence (such as appointment cards) to authorise the child's absence. If your child is sent home from school due to vomiting, the child must be given 48 hours before returning to school. If a child returns to school before this period of time, you will be asked to take them home.
- **Request for leave of absence** – If you are requesting time off for your child due to exceptional circumstances, you must make a request for absence in writing and the reasons for your request will be considered. When absences are not authorised, you will be given a reason for the outcome. If your child's absence goes beyond the authorised time span or you take your child out of school without authorisation, you may be liable to a Penalty Notice of £60 per child, per adult.
- **Punctuality** – The school is open to pupils from 8.40am to support extended learning and your child must be in by 8.55am for registration at 9.00am or they will be marked as late. If there are any problems with bringing your child into school on time, please contact me to discuss matters further. Please note that lateness after 9.15am (the closing of the register) is deemed as an unauthorised absence, in accordance with our Attendance Policy.

If unsure, please have a read of our current Attendance Policy on the school website; www.goodshepherdprimaryschool.co.uk/Policies, as well as visiting the Croydon website; www.croydon.gov.uk/education for more attendance-related information. Furthermore, feel free to contact me with any questions you may have.

Yours sincerely,

Mr Oke
Learning and Pastoral Mentor



Striving for Excellence – Together as One

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