

St Mary & St John CE Primary School

Headteacher: Elizabeth Burton



October 2018

Dear Parents and Carers,

Attendance update

Good news!

We are pleased to report that our overall attendance for the last year is at 96.4%. This compares well with neighbouring schools. We are however aiming for a better attendance percentage by the end of this academic year to be in line with the highest attendance figures in the country.

Late arrivals

We are a little concerned about punctuality since the start of this academic year. Registration in **EVERY CLASS is at 8.50am** and children will be marked late if they arrive at school after this time. When a child arrives late to school they miss out on important information and it can be embarrassing for them when they enter the classroom late.

5 minutes late each day in a school year can be the equivalent to missing 3.9 days a year

Please continue to work with us to get your child to school on time. Classrooms are open from 8.40 and registration is at 8.50.

Any child that arrives after 9.00 MUST report to Mrs Claremont in the school office.

Holidays

We need to remind you of regulations regarding holidays in term time. These regulations are known as The Education (Pupil Registration) (England) Regulations 2013.

The regulations state that Headteachers **may not grant any leave of absence during term time unless there are exceptional circumstances. This means there have been very few authorised holidays since September 2013.** Our Leave of Absence form and Attendance Policy reflect this. Exceptional circumstances need to be discussed as soon as is reasonably possible with Liz Burton, the Headteacher, or Chris Chamier-Williams, the Deputy Headteacher.

Please do not hesitate to contact Chris Chamier-Williams if you have any attendance queries on 01865 723841.

Kind regards,
Liz Burton