

St Joseph's Catholic Academy

A Leading Edge Technology & Applied Learning College
Mill Lane, Hebburn, Tyne and Wear, NE31 2ET

Telephone: 0191 428 2700

Email: Office@stjosephs.uk.net
Web: www.stjosephs.uk.net
Fax: 0191 428 4053

Acting **Headteacher: Mr P Mitchell**
Chair of Governors: Mrs G Kilgour



January 2020

Attendance Expectations

Dear Parent/Carer

In order to provide our students with the best chance of a successful education, we advocate, encourage and reward good attendance at St. Joseph's Catholic Academy.

Our expectation is that students strive for 100% attendance.

The partnership between school and home is of paramount importance in ensuring our students achieve their potential and have a positive and rewarding educational experience. Research shows that even a small deterioration in attendance will lower a student's final grade at GCSE level significantly.

This term we are having a renewed focus with students on the importance of attending school each day and I would therefore appreciate your support in also talking to your child about the importance of positive attendance.

On the reverse of this letter you will find information regarding attendance; further information can be found on our school website.

If you have any questions or require any support regarding attendance you can speak to your child's Head of House by contacting school via telephone or email.

Yours sincerely,

Mrs C. Hammill
Deputy Headteacher, Pastoral



Northern Saints
Teaching School Alliance

'The love of Christ spurs us on'



**APPLIED
LEARNING**

Attendance and Punctuality Information

Punctuality:

We expect students to be on the school site for 8.40am with the formal start to the school day beginning at 8.45am. Any student who is late to school will be issued with a lunchtime detention unless there is a genuine reason for lateness. Where a student has a pattern of poor punctuality their Heads of House will work with parents/carers to intervene.

Reporting an absence:

If students are not in school on a school day, they must have a justifiable reason and parents or guardians must telephone the school office each day before 8.45am indicating the reason for the absence and the expected length of the absence; this authorises the absence and helps eliminate cases of truancy as well as supporting safeguarding.

Important:

Where school feels that absences are becoming persistent you could be asked to provide medical evidence to support these absences, so they can be authorised. Medical evidence could be a photo of any medication prescribed by their GP or an appointment card. Should this level of attendance continue, without adequate explanation, it may be necessary in some cases for the Attendance Monitoring Team at the Local Authority to consider implementing legal action.

Holidays in Term-Time cannot be authorised:

We encourage all parents to plan family holidays during school holidays.

In respect of holidays, the following guidance issued by the Department of Education, effective from 1st September 2013, states authorisation for leave of absence from school can only be granted by Head Teachers in exceptional circumstances. Standard school procedure is that holidays are classed as unauthorised parents are liable to a Fixed Penalty Notice in respect of each child. The penalty is £120 (reduced to £60 if paid within the first 21 days) and issued by the Local Authority.