



St Martin-in-the-Fields High School for Girls

11-19 Church of England Academy Founded 1699

Service Compassion Justice Perseverance

2nd January 2018

Dear Parent/Carer,

Attendance and punctuality

At St Martin's our students' achievement and welfare is of paramount importance to us. I am sure that you will agree that regular attendance and punctuality throughout the year is essential for your daughter's success and fulfilment.

A recent report published by the DfE showed that, for each measure, overall absence had a statistically significant negative link to attainment – i.e. every extra day missed was associated with a lower attainment outcome. On the other hand, the study showed that students with no absence are 2.8 times more likely to achieve 5+ GCSEs at grades A*-C (new grades 9-5) or equivalent including English and mathematics than pupils missing 15-20% of KS4 lessons.

The foundation for good attendance is a strong partnership between the school, parents and the child. The following is a reminder of our expectations as outlined in our attendance policy:

Responsibilities of students

- Attend every day unless they are ill or have an authorised absence.
- Arrive in school on time.
- Go to all their registrations and lessons on time.
- Take responsibility for registering at Student Services if they are late or are leaving the school site during school hours.

Responsibilities of parents/carers:

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents/carers must:

- Inform the school on the first day of absence
- Discuss with the Form Tutor/Progress Leader any planned absences well in advance
- Support the school with their child in aiming for 100% attendance each year
- Make sure that any absence is clearly accounted for by telephone or email on the first and subsequent days of absence, or by letter if a phone is unavailable or they do not have access to email.
- Avoid taking their child out of school for non-urgent medical or dental appointments
- Only request leave of absence if it is for an exceptional circumstance. This does not include weddings or family holidays

The School will:

- Celebrate and acknowledge good attendance and punctuality

Headteacher Mrs Beverley Stanislaus B.Ed. NPQH

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WITH LOVE AND LEARNING

- Provide information on all matters related to attendance in our regular newsletter and on our school website
- Report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment
- Celebrate good attendance by displaying individual and class achievements
- Reward good or improving attendance through class competitions, certificates and outings/events
- Set targets for the school and for classes for attendance and display these in the school

Our school acknowledges that each family's circumstances are different and works in partnership with parents to provide the best education for every student. If you have any concerns about your daughter's attendance or if you need to give us any information regarding attendance please contact the school's attendance officer, Lesley Fontaine, or your daughter's Progress Leader.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'S Poole', written in black ink.

Suzanne Poole
Deputy Headteacher