



SACRED HEART CATHOLIC VOLUNTARY ACADEMY
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Head Teacher: Mrs K Taylor

Dear parents, grandparents and carers,

As you are aware school attendance is a priority for our school and we are constantly monitoring pupil attendance.

We want to work together with parents, grandparents and carers to help ensure excellent attendance and punctuality for all pupils from an early age. I have been asked by a number of parents to clarify what the attendance percentage means for their child. So the following information shows how school attendance can affect your child's future progress.

Any child's attendance falling below 90% will be referred to Family Services unless there is supportive medical evidence.

Above 97%	Above 97%. Less than 6 days absence a year: Excellent attendance! Pupils with this attendance should achieve the best grades they can, leading to the best possible start in their secondary education.
95%	95%. Less than 10 days absence in a year: Attendance needs to improve! Pupils with this attendance are likely to achieve their target grades but could miss out on some educational experiences.
90%	90%. 19 days absence over the year: Pupils with this attendance are missing a month of school per year and may fall behind in Maths and Literacy; it will be difficult for them to achieve their best.
85%	85%. 29 days absence in a year: These pupils are missing 6 weeks of school per year, it will be very difficult for them to keep up and achieve their best.
80%	80%. Pupils with this attendance are missing the equivalent of a day for every week of school. It will be almost impossible to keep up with work. Parents of pupils with this level of attendance could be issued with a Penalty Notice.

We hope you find this information helpful, if you have any queries, or would like to talk to anyone about your child's attendance do not hesitate to contact school. We can help and give advice.

Please see overleaf for comprehensive guidelines from the HPA, it is important that if your child has any of the symptoms overleaf that the guidelines are followed.

Yours sincerely,
Mrs K P Taylor
Head Teacher.