



Cardinal Newman Catholic High School

Specialist Maths and Computing College

Headteacher: Mrs J Warburton

19th December 2017

Dear Parent/Carer

My role as the Attendance Officer is to ensure that all pupils of the school attend school each day and are on time, in order to give them the best opportunities to work towards successfully attaining their GCSE's.

It is expected that an achievable attendance target of 95% for each pupil is attained, however it is accepted that illness and unforeseen circumstances can effect this and reduce that percentage mark. It is key as parents and carers that your child is encouraged to attend school at every opportunity. If your child is to be reported absent then contact must be made each day with the school and the reason for that absence specifically reported. This helps us with supporting each child on an individual level if there are ongoing health issues. As a matter of course in relation to this parents/carers will be asked to provide medical evidence to support ongoing absences.

If your child is refusing to attend school it is important that you contact the school and report this, so the relevant members of staff can be notified and action/support can be provided to you and your child in order to get them back into school.

It is important that each child knows the significance of refusing to attend school and that unauthorised attendance may result in legal action that may consist in the form of an order, a fine or prosecution. The school believes it is important that you make your child aware of such action in order to reduce any potential refusal to attend. The school will take positive action in relation to poor attendance.

I would welcome any contact concerning your child's attendance and punctuality, please feel free to call the school on the below telephone number or send an email which is also listed below.

May I wish you and your families an enjoyable festive time and I look forward to seeing all of the students in the New Year.

Yours sincerely

Miss H Jackson
Attendance Officer

PS Maybe a few New Year's resolutions could be made in this area. 😊

