



HOLY CROSS CATHOLIC PRIMARY SCHOOL

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Headteacher: Mrs J Kingston

A very important message for all parents/carers on attendance.

Dear Parent/Carer,

Holy Cross Primary School is working in partnership with parents, carers and Bristol City Council to ensure all of our pupils maximise their attendance. We would like to thank the parents and carers who has and continues to ensured their children have received the best education possible.

The usual rules on school attendance continue to apply, including:

- parents' duty to send their child to school regularly where they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability of local authorities to use legal sanctions, including penalty notices and prosecution in court.

Our school target for attendance is 96%. The Government states that children with 95% and less are persistently absent and children with under 50% are severely absent. Here is a table for you to understand the impact of your children missing school:

	In a week means missing	Over a year means missing	Over the seven years of primary school meals missing
100% attendance	No days	No weeks	No learning at all!
90% attendance	Half a day	Almost four weeks	Over four terms
80% attendance	One day	Over seven weeks	One school year and two terms
70% attendance	One and a half days	Eleven weeks	More than two years
60% attendance	Two days	Over fifteen weeks	Two years and four terms
50% attendance	Two and a half days	Almost twenty weeks	Three and a half years

If you are worried about your child attending school the first port of call is to discuss your concerns with us directly. Our specialist staff who may be able to help. If you would like to speak to someone about attendance concerns, please speak to Miss Sims. If you would like to speak to someone about another reason effecting your child's attendance, please make an appointment with Mrs Krzysiek. She is available every day after school from 3.15pm – 4.30pm.

In addition, term time is not the time to take your child out of school for a family holiday. It is unlikely that any leave will be authorised by the Head Teacher. The more your child is in school, the more they will improve their learning and enjoy the other benefits of their educational experience. If you take unauthorised leave, this may result in a penalty notice. If your child has 8 sessions (4 days) within a 10 week period, you may be fined £60 per parent, per child.

Family emergencies need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members.



No school or local authority wants to take legal action, and every attempt to resolve parent and carers' concerns and improve a child's attendance will be made before any formal action is considered.

We have organised our inset days and term dates in advance so you are able to book holidays in half terms for the next academic year:

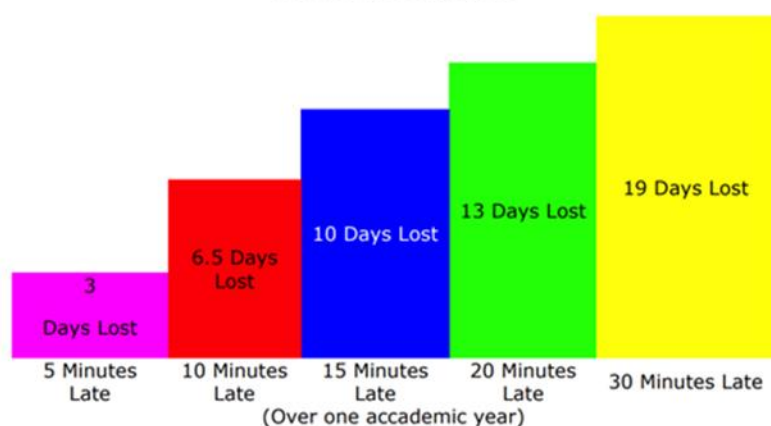
Inset days:	Friday 1 st September Tuesday 2 nd January Friday 28 th June Monday 22 nd July Tuesday 23 rd July
Term 1:	Monday 4 th September 2023 – Friday 20 th October 2023
Term 2:	Monday 30 th October 2023 – Friday 15 th December 2023
Term 3:	Wednesday 3 rd January – Friday 9 th February
Term 4:	Monday 19 th February – Thursday 28 th March
Term 5:	Monday 15 th April – Friday 24 th May (Bank holiday on Monday 6 th May)
Term 6:	Monday 3 rd June – Friday 19 th July

Lateness can also be included in the unauthorised absences for a penalty notice. If your child arrives to school after 9.30am, this is classed as being late after registration and will be coded as a U in the register. A U code will reduce their attendance percentage. If your child has 8 U codes or unauthorised leave less than 8 sessions and some U codes, within a 10-week period, this can still result in a penalty notice.

Here is a table for you to understand the impact of your child being late:

Every Minute Counts

If you arrive late to school everyday your learning begins to suffer. Below is a graph showing how being late to school everyday over a school year adds up to lost learning time.



After so much disruption to your child/ren's education over recent years, the most important thing is that the school and parents/carers work together to get children back into education. Holy Cross is ready to listen so please contact us if you have any worries and we will try to help you.

Also, you can only collect your child early from school if you have shown the school office proof of an appointment in the morning. If you want to collect early for another reason, you will need to complete a leave request form before the day.

We wish you and your child all the best for the coming academic year.

Kind regards

Mrs Kingston
Head teacher