



5 September 2024

Dear Parents and Carers

Re: Attendance and Punctuality

Excellent attendance is important for all pupils at St Martin's to ensure they reach their full educational potential. A high level of school attendance is essential and we expect **100% attendance** from every student at St Martin's. Daily monitoring of attendance will take place and home visits will be made to support our young people return to school if they are absent for **three or more days**.

Attached to this email is an **Attendance Flowchart** which is a guide for parents and provides an overview of how to report your child absent and what support is in place to ensure your child attends school every day.

There has been changes for the Government Guidance regarding Attendance and attached is a guide for parents which explains the changes from the start of this academic year.

If you are unsure as to whether your child should attend school please use the following link as a guide:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/#:-:text=If%20your%20child%20has%20mild,they%20can%20go%20to%20school.>



[Is my child too ill for school?](https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/#:-:text=If%20your%20child%20has%20mild,they%20can%20go%20to%20school.)

Find out when it's best to keep your sick child at home and when it's OK to send them to school or nursery.

www.nhs.uk

This academic year we will continue to work with the external partner *Aquinas (School Attendance Provisions)*.

Aquinas is a member of The National Association for Support Workers in Education (NASWE), as well as being an Accredited Company by Essex Police under The Community Safety Accreditation Scheme (CSAS). They will also work very closely with our own internal attendance and pastoral teams, as well as the Local Authority's Attendance Compliance Team.



Each and every day students must be onsite by 8:25 and register in their Year Group Zone. Pupils will be classified as late (code 'L') after 8:30. Students who arrive after the registers have closed at 9.00 will have their absence recorded as unauthorised (code 'U') unless evidence can be provided to explain the reason for absence. Please note, if pupils are late to school or lessons without a valid reason, they will be issued a detention.

We are here to help and support each and every one of our young people as members of St Martin's school community. If you have any questions regarding the information provided, please do not hesitate to contact the relevant year group team who will be able to answer your questions.

We do hope this information is useful and we will be sharing all of these important points in the up-and-coming assemblies over the next two weeks with all year groups. Thank you for your continued support and I look forward to working with you and your child this academic year.

Yours sincerely

A handwritten signature in black ink, appearing to read 'G Tatman', with a horizontal line drawn through the middle of the letters.

Mrs G Tatman
Deputy Headteacher ic Student Wellbeing