



# Saint Mary's Catholic Voluntary Academy

Acting Executive Headteacher - Mr P Ackers  
Acting Head of School - Mrs S Rudd

Friday 5<sup>th</sup> November 2021

Dear Parent/Carer,

At Saint Mary's Catholic Voluntary Academy, we place great importance on good attendance as research proves pupils who attend regularly will achieve higher academic results and benefit from experiencing better relationships with staff and other pupils.

Saint Mary's Catholic Voluntary Academy have an aspirational attendance target of 100% for all pupils. We accept there may be times when 100% is not possible due to exceptional circumstances or illness, Saint Mary's Catholic Academy does however aim to see as many individual pupils as possible achieve full attendance and excellent punctuality.

At times of absence or difficulty, support and guidance are always available from school and your first points of contact are your child's class teacher and Key Stage Lead.

To enable us to effectively monitor school attendance we have adopted a new banding system and each child's attendance will be colour coded as follows:

<b>100% GOLD</b>	Excellent Attendance. Your child will be rewarded termly and annually for 100%.
<b>99-96% GREEN</b>	This is a good level of attendance. Your child will be rewarded for improving attendance. We will continue to monitor all attendance and punctuality.
<b>95-93% AMBER</b>	Attendance is a concern- we may contact you to highlight this and ask you to meet with us if this does not improve.
<b>92% &gt; RED</b>	Attendance is a serious concern and may trigger a referral to specialist services/ Derbyshire County Council to consider legal action.

The best outcomes are achieved when home and school work together with strong lines of communication therefore it is expected of all parents/ carers to engage positively with support if any concerns are raised. A copy of our Attendance Policy for Parents which highlights all you need to know about attendance and punctuality at Saint Mary's Catholic Voluntary Academy can be found on our school website.



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Saint Mary's Catholic Voluntary Academy  
Gladstone Street, Glossop, SK13 8NE  
01457 854473  
[info@mgl.srscmat.co.uk](mailto:info@mgl.srscmat.co.uk)  
Company Number 7937154



**St Ralph  
Sherwin**  
Catholic Multi Academy Trust



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## Leave of Absence (including term-time holidays)

Leave of absence is not a parental right and every effort should be made to avoid holidays during term time. Saint Mary's Catholic Voluntary Academy acknowledges that all absence results in lost learning and directly affects a child's education. As such, **applications for leave of absence in term time will only be authorised in exceptional circumstances**. The law stipulates that the cost of a holiday is not reasonable grounds for claiming exceptional circumstance.

Applications should be made in writing using the Leave of Absence Request Form with a minimum notice of 1 month. This is available to download from the school's website. Each request will be assessed individually and you will be informed in writing whether your request has been accepted or refused. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.

In cases of unauthorised leave of absence, the school may request that a penalty notice be issued or a prosecution to be considered by the Local Authority. A penalty notice is a fine £60 if paid within 21 days and £120 if paid after this time but within 28 days. Non-payment of a Penalty Notice may trigger a prosecution referral under the provisions of Section 444, 1996 Education Act.

We appreciate your support in this matter and remind you that there are 13 weeks of school holidays in each academic year for you to enjoy your family breaks.

## Punctuality

It is essential that your child's school day gets off to a good start. All pupils are expected to be on site prior to the start of the school day, staff will be in the playground from 8:40am to meet your children. Registration is taken promptly at 8:55am, any pupil arriving after this time will be marked as late within the register. Arrivals after 9.30am are marked as an unauthorised absence. Excellent punctuality is important as arriving late may:

- Cause unnecessary disruption for your child, other pupils and staff
- Result in your child being anxious or unsettled instead of being ready to learn
- Lead to staff visiting your home or inviting you to a meeting in school to discuss concerns and draw up an improvement action plan
- Result in a referral to the Local Authority and legal action being taken against you

If you have difficulties with getting your child to school on time, please contact school on 01457 854473.

Your co-operation in supporting the attendance and punctuality expectations is very much appreciated and if you would like to discuss any of these matters in more detail please do not hesitate to contact the Academy directly on 01457 854473 or via [info@mgl.srscmat.co.uk](mailto:info@mgl.srscmat.co.uk)

Yours sincerely,

Mr Ackers  
Headteacher



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