



September 2016

Dear Parents/Carers

This academic year the school is continuing the drive to improve attendance and punctuality and reduce unnecessary absence. Although there has been an improvement in overall attendance I know that we can improve this further.

There is a strong link between good attendance and making good educational progress. In order for every child to be given the best possible chance to succeed, regular attendance is essential with an expectation that each child attends at a level which is at least in line with the minimum national expectation of **96%**.

Punctuality

The school day at St Cuthbert Primary School starts at 8.50am. Therefore we expect **all** pupils to be in school no later than **8.45am**.

Legal Responsibilities of Parents/Carers

As Parents/Carers you have a **legal duty** to ensure that your child attends school regularly and punctually. We cannot improve on the overall attendance rate in school without your support and therefore we value your full cooperation on this matter.

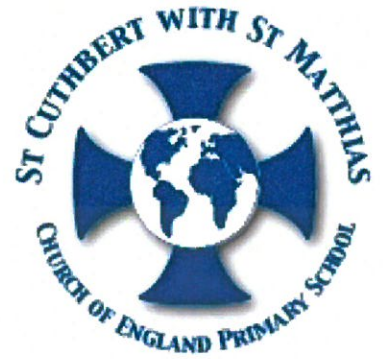
Exceptional Leave

Parents are asked to avoid taking their children out of school during term time. This year the school is continuing to discourage Exceptional Leave. If you feel there are exceptional circumstances and you need to request leave during term time you will be required to fill in the school's Exceptional Leave application form. Any request will be considered individually by the Headteacher.

If you take Exceptional Leave without permission being granted by the Headteacher you risk being fined, or if your child does not return on the date specified they may be removed from the school roll. In the event that a child is removed from roll, parents would need to reapply for a place on return and there would be no guarantee of securing a school place.

St Cuthbert with St Matthias Church of England Voluntary Aided Primary School
Warwick Road, Earls Court, London, SW5 9UE
Tel: 020 7373 8225 Fax: 020 7460 0424 Email: info@st-cuthbert.rbkc.sch.uk Web: www.st-cuthbert.rbkc.sch.uk

Headteacher Ms Gillian Putterill



If you have taken Exceptional Leave before, it is very unlikely that subsequent requests for Exceptional Leave will be authorised. If a child is taken out of school for Exceptional Leave without permission, the matter will be referred to the Education Welfare Service.

Please be aware that the Education Welfare Service is currently issuing Fixed Penalty Fines which may be issued to parents who take their children on holiday during term time without permission.

Education Welfare Service

If your child is persistently late to school, or where absence becomes a significant concern, the matter will be referred to the Education Welfare Service.

You need to be aware as a parent that your child's attendance and punctuality is being monitored closely by the school and in circumstances where there is a failure on your part to ensure your child is in school regularly and punctually, you are at risk of being issued with a Fixed Penalty Notice or being prosecuted in the Magistrates Court.

Regular updates will be shared with parents through the school's newsletter. Thank you in advance for your support in ensuring that your child attends school regularly and punctually. Please do not hesitate to contact the school if you would like further advice or guidance on the matter.

This letter can be found at <http://scwsm.org/newsletters/informationletters>

Yours sincerely

GILLIAN PUTTERILL
Headteacher

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