



St Joseph's CE Junior School

Orchard Street
Chichester
West Sussex
PO19 1DQ
Tel: 01243 783709
Email: office@stjosephscejunior.school
Website: www.stjosephscejunior.school



Executive Headteacher: Mrs Lisa Hardy BAEd (QTS) NPQH

IMPORTANT INFORMATION REGARDING ATTENDANCE FROM: MRS HARDY & MR BRIXEY CHAIR OF GOVERNORS

March 2023

Dear Parents and Carers

We are asking for your support to improve whole school attendance and punctuality. Currently attendance across our school is below what is expected by our Academy Trust, West Sussex County Council and the Government.

The government expects:

- *schools and local authorities to promote good attendance and reduce absence, including persistent absence*
- *ensure every pupil has access to full-time education to which they are entitled*
- *act early to address patterns of absence*
- *parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly*



Department
for Education

As you can see from the Government's expectations for pupil attendance, schools are duty bound to reduce absence and ensure good attendance by all pupils.

Several of you will have received a letter regarding your child's attendance. Please consider the expectations of the school to act on attendance before sending an email response. I ask that you understand we are just doing our job. Some of you may have been given a letter with a date and time for an appointment. This is to discuss your child's attendance and to look at ways we can support reducing your child's absence. Non-response to letters or appointments will result in your child's attendance being referred to the Pupil Entitlement Office in West Sussex and will lead to a fixed penalty notice. Rest assured this is not the outcome we want for any of our families.

The impact upon children's education through lost learning is huge. Your child has been through school at a time when so much of their education has been disrupted, so it is vital that we make every school minute

"LOVE ONE ANOTHER AS I HAVE LOVED YOU" JOHN 13:34-35



count. I urge you to ensure that your child is in school and on time everyday to prevent anyone falling behind with their learning.

Government departments track school attendance figures. It is considered that attendance of 90% or below is **persistent absence** which will be closely monitored by school staff. Failing to improve on this 90% can lead to prosecution, which school want to help families avoid.

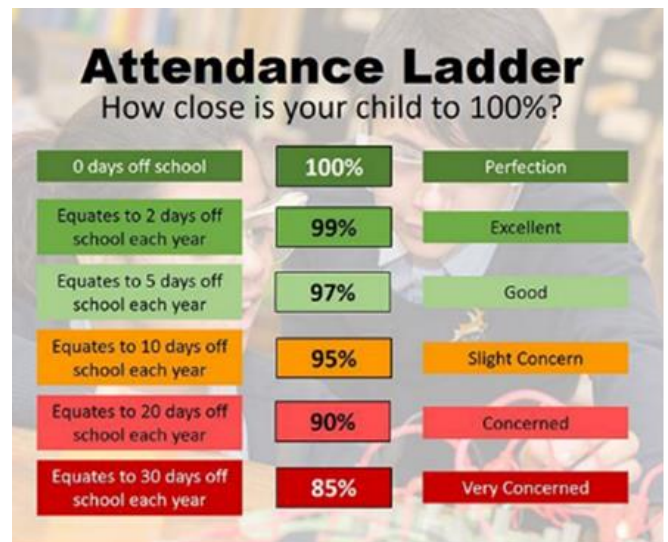
St Josephs CE Junior and Infant Schools have a whole school attendance target which is 95%. In order to achieve this we need to:

- **Avoid taking any holidays during term times**
- Keep up to date with what % attendance your child has so that you know if they are at risk of persistent absence (office staff will provide this for you)
- Speak to school staff with any concerns
- Talk to your child about the importance of them being in school and let them know how important **you** feel it is

Punctuality is also highly important. Pupils who arrive late to school are not only losing learning but also disrupting the learning of others as they arrive late for lessons. Pupils do not like being late into school and we witness how upsetting it can be for them. We want to prevent this.

We want to help families get their child to school on time. Here are some things you can try:

- Have everything you/your child needs for school prepared the night before
- Ensure that your child goes to bed reasonably early so they are not too tired to get up in the morning
- Ensure your child has a good night's sleep by minimising their use of devices at bedtime
- Have a consistent bedtime routine for your child
- Set an alarm to allow plenty of time for your morning routine in getting to school on time



We are here to support you and your child.

We thank you for your support, I hope we can make improvements to attendance and punctuality.

Kind regards

Mrs L Hardy
Executive Headteacher

Mr D Brixey
Chair of Governors

"LOVE ONE ANOTHER AS I HAVE LOVED YOU" JOHN 13:34-35

