



# Saint Paul's Catholic High School

Dear Parent/Carer

September 2017

## **IMPORTANT INFORMATION FOR ALL PARENT/CARERS**

St Paul's Catholic High School has been working hard to improve the attendance of all students. It is widely recognised that the educational outcomes and future life chances of children and young people can be significantly impacted upon by periods of absence. Therefore we want to encourage parents to ensure that their child attends school every day. We do appreciate the fact that a significant number of students have excellent attendance and this should be commended.

At St Paul's Catholic High School we fully appreciate that there may be occasions when a student's attendance may be affected due to exceptional circumstances. In these cases support and advice will always be available from the school. Unfortunately, despite this support, attendance levels for some students continue to fall below the school's expectations of 97%. All students' attendance is closely monitored by the school and only the Head teacher can authorise any leave of absence during term time.

### Attendance Bands

Green 100%-97%

Amber 96.9% - 92.01%

Red 92% & below (Your child is close to the category identified by the Department for Education as a **Persistent Absentee.**)

Parent/carers are advised that any student who records unauthorised absence are now duly warned from the date of this letter. They may receive a Penalty Notice or be prosecuted in the magistrates court. Parents/carers of students who arrive late after the registers have closed may also be subject to statutory action. **We would also request parents/carers provide school with medical evidence when absence is related to illness, ie. A copy of prescriptions or medical/appointment cards from their Manchester GP/Hospital. Failure to provide any evidence may result in unauthorised absence being recorded and statutory action considered by the Local Authority.**

A Penalty Notice will be issued to each parent for each child. The penalty notice incurs a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within the first 21 days. Failure to pay the Penalty Notice may result in legal proceedings being taken against you. Other statutory action may also be considered under the Education Act 1996, which may result in you being prosecuted in the Magistrates' Court. If you are found guilty, you will receive a criminal record and may receive a fine of up to £2,500 and/or three months' imprisonment.

If your child is experiencing any problems that may be affecting their attendance or punctuality, then please contact the school on 0161 499 0000 to discuss any support that could be provided to ensure their regular attendance.

Once again thank you for supporting St Paul's Catholic High School in improving attendance, which will ensure that all students in school have the opportunity to reach their full potential and improve outcomes for their future.

Yours sincerely

Mr A Hren  
Headteacher

Saint Paul's Catholic High School, Firbank Road, Newall Green, Manchester M23 2YS.

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Mr A.Hren, Headteacher.



**Journeying together with Jesus Christ, we learn to love and love to learn.**

