

23rd October 2017

Dear Parent / Carer

I cannot believe how fast this half term has flown. It only feels like yesterday we welcomed students back after the summer break.

As you are aware this Friday 27th October is our first Academic Review day of the year. Provision leaders will have already sent you information about appointment times. It is really important you and your child attend this appointment to give you updates of progress and celebrate successes to date. It also gives us an opportunity together to set clear targets for the next half term.

School finishes for the half term break on **Friday 27th October**. School re-opens for students on **Monday 6th November at 8:45am**.

I would like to take this opportunity to remind you of the importance of attending school.

Attendance

A reminder of the facts:

90% attendance = ½ day missed every week

Over 1 school year this equals; 4 full weeks – 100 lessons

Over 5 school years this equals: half a year missed

Missing 17 school days could mean dropping a full GCSE grade.

Attendance at St Thomas's

- Each week pupils attendance is monitored
- Pupils with low attendance will be highlighted and given extra support to improve their attendance
- These pupils will undertake ½ termly attendance meetings
- These pupils will also be monitored by our Education Welfare Service



- St Thomas's will consider a referral to the Local Authority when school action has failed to bring an improvement in student's attendance. This may result in legal proceedings being instigated.
- St Thomas's will not authorise holidays during term time, parents may face a fixed penalty if holidays are taken during term time.

Finally I would like to wish you and your families a restful and relaxing half term.
Thank you for your continued support.

Yours sincerely



(DEPUTY HEADTEACHER).

Mrs Jo Siddle
Headteacher

