



# St Joseph's Roman Catholic High School

Chorley New Road | Horwich | Bolton | BL6 6HW

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**Headteacher:** Mr T McCabe | **Deputy Headteachers:** Mr M Graham, Mrs J Morgan | **Chair of Governors:** Mrs P Jones

**Registered Charity Number:** 1075795 | **Facebook/Twitter:** StJosephsRCHS

Dear Parent/Carer

St Joseph's is committed to improving the life chances of all of our pupils. Part of this commitment is ensuring dedicated time is spent on improving attendance across the whole school. The government release national data annually to show the correlation between high attendance and academic achievement. The government class attendance under 90% as 'Persistently Absent' from school. We are aiming to support all of our pupils to be over this threshold.

Our whole school attendance for the first term this year is **95.3%** compared to **93.8%** at the same time last year.

To maintain this momentum, we are asking parents to keep supporting the school by:

- Where possible to book medical appointments towards either side of the school day to minimise the impact on learning time. No all-day dentist/doctor appointments will be able to be authorised moving forward unless with prior agreement due to individual need.
- Making school aware of appointments during the school day prior to the appointment to avoid parents turning up to take pupils out without schools knowledge.
- Acknowledging absence daily if your child is off school unless the date for return has been pre-agreed with school. Where parents do not notify school of the reasons for absence, having also received a text message and phone call from school, the session will be marked as 'unauthorised'. **(This may also trigger safeguarding procedures and home visits).**
- Liaising with Pastoral Support Managers and Heads of Year who are tasked with improving attendance across their respective year groups. This may involve discussing illness sessions and identifying patterns of absence and reasons for absence to implement strategies to improve a child's attendance.

Please note that by implementing the above, we are trying to avoid unauthorised absence whereby if a pupil receives 6 unauthorised marks (3 days - 2 sessions per day) parents may receive a fixed penalty warning letter to improve attendance in accordance with the Bolton LEA Policy. If a further 4 unauthorised marks are recorded (2 days) then a fixed penalty notice may be issued at a cost of £60 per parent, per child.

<https://www.bolton.gov.uk/downloads/file/163/penalty-notice>

If you would like to discuss this further and the implications for your child, please contact your child's Head of Year or the Pastoral Support Manager who will be able to explain in further detail.

Yours sincerely

*M Singleton*

Mr M Singleton  
Assistant Headteacher

