



*In the Light of Jesus  
we Learn to Shine*

# St. Joseph's Catholic Primary School

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*St. Alban*

*Catholic Schools' Partnership*

16 January 2023

Dear Parents and Carers,

## Attendance of Pupils

As you are aware we are now sharing the attendance data in our monthly newsletters.

In line with government guidance it is the legal responsibility of parents to ensure that their child/ren receives an education by regular attendance. Research has shown that absence has a negative impact on attainment and progress and that any time away from school can have a damaging effect on a child's life chances. They are expected to attend school for 190 days in a year.

We are currently reviewing our processes and practices in terms of attendance and would like to make you aware of the following:

- Attendance data will be shared in the newsletter each month.
- If your child's attendance falls below 96% you will receive a letter from the school to outline our concerns.
- If your child's attendance is irregular, it will be referred to the Education Welfare Officer at the local authority, as they complete regular register checks for the school.

As Covid restrictions have been lifted we are now seeing more holiday requests in term time. Please note that any holiday requests will not be authorised, as absence from school has a detrimental impact on children's learning and progress.

We do appreciate children can be unwell from time to time and we would ask parents to continue to call the absence line **before 9.30am** on 01582 572964 choosing option 1 for KS1 and then option 1 or option 2 for KS2 and then option 1 to report the absence.

We would like to advise you that we have a dedicated email address [absence@stjosephs.primaryluton.co.uk](mailto:absence@stjosephs.primaryluton.co.uk) to report medical and dental appointments during school time. Please ensure you attach supporting documentation when emailing your request.

We thank you for your continued support.

Yours sincerely

*M Murphy*

Mrs M Murphy  
Headteacher

*Diocese of Northampton in partnership with  
Luton Borough Council*

