



St Michael's CE (VA) Primary School

King's Way
Lyme Regis
Dorset
DT7 3DY

Tel. & Fax 01297 442623

Email: office@stmichaelslyme.dorset.sch.uk

Wednesday, September 20, 2017

Dear Parents and Carers

Information for all parents and carers on the importance of attendance and the attendance process (guidance from Dorset County Council).

St Michael's CE VA Primary School is committed to ensuring the best for all our learners and are working together with parents and carers to support children and families. All schools are working hard to promote good attendance and have common systems in place to work with families when attendance drops below an acceptable level.

You will be aware of the importance of good school attendance in improving a young person's chance of success in life and establishing positive attitudes to life-long learning. There is clear evidence of the link between poor attendance at school and low levels of achievement. Of pupils who have less than 90% attendance, only 35% achieve five or more GCSEs at A * to C including Maths and English, but 73% of pupils who have attendance of 95% or more will achieve this.

If a child has an attendance level of 90% they will have missed one day a fortnight in school. Over a school year this will represent four weeks of absence. If this level of absence were maintained for a five year period it would mean half a school year would have been missed.

If we are concerned about a child's attendance we will talk to parents and write to you to explain our concerns. The school will then monitor the child's attendance expecting to see an improvement. The Dorset County Council (DCC) School Attendance Service will be made aware of the school's concerns. If no improvement is made, the family will be invited to attend an Attendance Panel.

Here at St Michael's CE VA Primary School we are determined to ensure that all our students have the opportunity to achieve success and have an excellent record of attendance. Where there is cause for concern you will be contacted and attendance closely monitored. If attendance does not improve sufficiently, usually at least 95% you will be invited to an Attendance Meeting. This meeting is an opportunity for the school, family and a representative from DCC's School Attendance Service to meet together to discuss why your child has such a high absence rate and seek solutions to any problems.

The Panel/Meeting can recommend several outcomes, which can include; a further period of close monitoring with specified targets for attendance; issuing a £60 Penalty Notice, a Parenting Order or seeking prosecution which could result in a fine of up to £2,500.

The attendance process is designed to identify poor attendees quickly and address the issues that are affecting their attendance. When attendance improves, monitoring will continue and, if it falls, the Attendance Process will be resumed.

All schools hope that the Attendance Meeting will not be needed and that all pupils will have a good record of attendance, are happy and successful and benefit from their time in school.

Yours sincerely,

A handwritten signature in black ink that reads "N. Kiddle".

Mr N Kiddle
Headteacher

Head Teacher: Mr. Nick Kiddle

Website: www.stmichaelslyme.dorset.sch.uk

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Thursday, September 21, 2017

Dear Parents/Carers,

Whole School Trip to Weymouth Pavillion – Sleeping Beauty

We are pleased to inform you that we have arranged for the Whole School to visit the Weymouth Pavillion, to see The Sleeping Beauty Pantomime on Thursday 14th December.

Please ensure that your child arrives in school at **8:30 am** wearing full school uniform, a coat, suitable footwear for the weather and a packed lunch (if you are entitled to free school meals, please contact the school office by **Friday 21 October**) and a drink, not fizzy.

The coaches will leaving school at 8:45 am and will return at approximately 13:45, therefore we suggest that your child brings a substantial snack and drink for the Mid-Performance Interval.

A contribution of £9 per pupil will be to cover the cost of transport, the ticket have been purchased via a donation. Please send in your consent form and contribution by no later than **Monday 14 November**. If you would like to discuss this contribution please contact the office.

Please do not hesitate to contact me should you have any queries.

Yours sincerely,

A handwritten signature in black ink that reads "N Kiddle".

Mr N Kiddle
Head Teacher

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Please complete and return to the school office

Whole School Trip – Weymouth Pavillion: Thursday 14 December

Child's name

I consent to my child travelling on a coach and watching Sleeping Beauty at The Weymouth Pavillion.

I enclose a £9.00 contribution, (please made cheques payable to St Michaels Primary School)

Signed:
(Parent/Carer)

Date

Head Teacher: Mr. Nick Kiddle
Website: www.stmichaelslyme.dorset.sch.uk