

# CAUSTON JUNIOR SCHOOL

Executive Head Teacher: Mrs Lizzie Girling  
Head of School: Mrs Julia Shaw



Maidstone Road  
Felixstowe  
IP11 9ED

Telephone: 01394 283374

Fax: 01394 286867

Email:

[caustonadmin@maidstoneandcauston.org](mailto:caustonadmin@maidstoneandcauston.org)

Date

Dear Parent/Carer

## School Attendance

As you are aware, we constantly monitor our pupil's attendance and work with parents to ensure the pupils receive the education and life choices they deserve. Good attendance in school is a key objective to improving attainment.

Good school attendance contributes to all the outcomes for every child. Parents should perform their legal duty by ensuring their children attend regularly and are punctual to their lessons.

Time away from school also has a huge impact on young children socially as they may find it difficult to form strong relationships with their peers if they are often absent. It is also very difficult for them to catch up on missed work which continues while they are away.

Obviously if your child has an illness they need to be kept home but please could we ask that you adhere to the following guidelines:

- Please notify us of your child's absence on the first day and tell us what the specific illness is i.e. sore throat, sickness bug – not just unwell.
- Only keep your child home for as long as the illness lasts – even if this means returning to school on a Friday – this is still a school day and is a whole day of learning that your child will miss!
- Do not keep your child at home to treat them for head lice. This is not authorised and they can be treated after school.
- Do not keep them home for their birthday (or family celebration) for a treat as it impacts on their learning.
- Please do not keep your child at home due to your own illness. Please find someone else to bring them.

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*This school is committed to safeguarding and promoting the welfare of children*



### Why worry about attendance:

- A 90% attendance rate means a pupil is missing one half day of lessons every week.
- If that pupil has a 90% attendance rate through KS1 and KS2 they will have missed one half of a school year in that time!
- A pupil with an 80% attendance rate over 5 years misses one complete year of school.
- In attendance terms that would mean the pupil has missed 40 days of education in a school year, just over 1 day per week.
- Therefore if pupil's attendance remains at 80% from year 1 to year 11 they will miss more than 2 full years of education.
- Any child that falls below 90% attendance is discussed with/referred to the Education Welfare Officer. Poor attendance could potentially lead to a fine or in certain circumstances court. If your child arrives at school after 9.00 am this is classed as unauthorised. **Six unauthorised** lates could also lead to a fine.

We strive to work with parents to improve attendance and we will write to you to make you aware of any concerns we have prior to the situation becoming serious and this will be on-going until attendance/punctuality improves to a satisfactory standard.

We would ask for your on-going co-operation and if you have any concerns please do not hesitate to contact the school for support.

Your contacts for any attendance issues are:-

Mrs Jayne Steele	Maidstone Infant School	01394 283375
Mrs Tracy Young	Causton Junior School	01394 283374
Mrs Helen Brunning	Maidstone and Causton	Above numbers or 07713 093692
Ms Sharon Everitt	Education Welfare Officer	01394 605089

Yours sincerely

Mrs Julia Shaw  
Head of School

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