

RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY

ripleystthomas.com
Ashton Road Lancaster LA1 4RS



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15 October 2021

Dear Parent/Guardian

As you are no doubt aware, there is a direct link between attendance at school and making progress in all aspects of a child's education. At Ripley St Thomas, to ensure our students are successful, we set an attendance target of at least **97%**. This equates to five school days of absence in one academic year.

We will become concerned if your child's attendance is below 95% across the school year. If this reaches the point of close to or below 90%, this is defined as persistent absence by the Department for Education. At this point we would be requesting you visit school for a meeting as soon as possible to ensure there is support in place to improve your child's attendance.

We want to work as hard as possible with you to ensure your child is in school as much as possible and so if there are any current and ongoing barriers to school attendance, please contact school via Parentline. We will contact you at timely points across the school year if we have concerns about your child's attendance.

I have led assemblies with a specific focus on attendance and our high expectations. We will be rewarding excellent attendance in school as much as possible over the year.

We encourage you to make dental and medical appointments outside of school time as much as is possible. If your child is ill or unavoidably not able to be in school then please telephone the 24 hour pupil absence line – 01524 64496, select option 1 and leave a short message. **Please do not use Parentline.** Parentline should only be used to notify absences that are arranged beyond the next 48 hours. If we do not receive a reason for an absence, this has to be marked as unauthorised and the school will be following this up on the same school day.

May I also take this opportunity to remind you of the importance of punctuality. We expect all of our young people to be **at their tutor room by 08:45** and therefore advise that pupils are within the school grounds by the time the first bell sounds at 08:40 in a morning. If pupils are not at their tutor room by 08:45 they will be marked as late.

Please do not hesitate to get in touch if there are any ways in which we can help and support your child's attendance and punctuality.

Kind regards

Mr P Wilson
Senior Assistant Principal – Behaviour, Inclusion and Attendance

Believe.....

Principal Mrs C Walmsley
Chair of Governors Mrs J Garnett

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