



ST CATHERINE'S
COLLEGE
A CHURCH OF ENGLAND ACADEMY

11 September 2024

Dear Parent/Carer

Welcome to the new term. We hope the first week has gone well for you and your children.

I wanted to write to you at the start of term to remind you of our expectations and support around attendance. Our expectation is that your child attends school every day. Attendance at school is not only a legal requirement, but is also essential for your child's development socially, emotionally and academically. In an ideal world, all students would have 100% attendance, and many of them do. Unfortunately, illness does occur, but it is not always necessary for a child to stay at home. The NHS guidelines for absence from school can be found below. Please take some time to read this.

[Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk)

Your child's mental health is just as important as their physical health, and we have a wonderful team of tutors and year teams who are always available to listen if your child is struggling to come into school.

	Assistant Head of Year	Head of Year	Email address
Year 7	Mrs E Pearson	Mr G Morris	epearson@stcatherines.college gmorris@stcatherines.college
Year 8	Mrs A Poston	Miss N Haggart	aposton@stcatherines.college nhaggart@stcatherines.college
Year 9	Mr R Sewell	Mrs H Preston and Miss S Rix	rsewell@stcatherines.college hpreston@stcatherines.college srix@stcatherines.college
Year 10	Miss F Penk	Mr J Howe	fpenk@stcatherines.college jhowe@stcatherines.college
Year 11	Mrs L Guy and Mrs L Filsell	Mr P Wenham	lfilsell@stcatherines.college lguy@stcatherines.college pwenham@stcatherines.college

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Preparing students to stand shoulder to shoulder with their peers: locally, nationally and globally.

Please continue to send your child to school even when they are feeling a bit under the weather. 'Permission to Carry Forms' are available for relevant medication, if required. The year offices are stocked up with tissues and period products should your child need them. Our first aiders are available to monitor your child in school and decide if they need to go home.

We are all here to support your child's attendance at school but, unfortunately, we cannot authorise absences for coughs, colds or period pains (unless there is medical evidence to support).

If your child is too poorly to attend school, please call the attendance line on 01323 465439 before 8:30 in the morning, message on Arbor or email attendance@stcatherines.college with details.

We also have our wellbeing service that can be accessed by filling out the form on our website. This link signposts you to other supportive websites.

[St Catherine's College - Wellbeing and Mental Health \(stcatherines.college\)](http://stcatherines.college)

Finally, I wanted to make you aware that there have been national changes to penalty notices which are issued for unauthorised absence during term time.

The changes to be aware of are:

- Penalty notices issued will be charged at a rate of £80 per parent per child if paid within 21 days. If the penalty notice is not paid within 21 days the charge increases to £160.
- If a second penalty notice is issued to the same parent for the same child within a rolling 3-year period, it will be at the rate of £160 to be paid within 28 days with no option for a discounted rate.
- A penalty notice **must** be considered if there are 10 sessions (equivalent to 5 days) of unauthorised absence within a 10-school week period. This may include absences as a result of arriving late after the register closes and does include term time holidays.
- A maximum of 2 penalty notices may be issued to a parent for the same child within a 3-year period. After this, another course of action, such as prosecution, will need to be considered.

If, after using the support detailed above, there are still concerns with your child's attendance, please do not hesitate to contact me at sbond@stcatherines.college

Thank you for your continued support with attendance.

Yours faithfully



Miss S Bond
Assistant Headteacher