

St Cuthbert's Catholic High School

ATTENDANCE NEWSLETTER

Spring Term 2025 Issue 2



**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**



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Attendance Team



Mrs Larkin

*Deputy Headteacher
Designated Attendance Lead*

Mr McAuley

*Assistant Headteacher
Designated Safeguarding Lead*

Mrs Wilson

Attendance Officer

Mrs Connor

Attendance Officer

Mrs Irvine

Early Help Support Officer



01744 678123
(option 2)

Welcome

Alongside the Department of Education and the local authority, St Cuthbert's tracks attendance carefully. Excellent attendance underpins excellent outcomes.

National data shows the fundamental link between attendance and outcomes: in 2018/19 36% of students who had attendance below 90% (Persistently Absent) got a 9 to 4 pass in their English and maths GCSEs,

compared to 84% of regular attenders. This is why we set all students a target of 97%.

**DAYS OFF
COST
GOOD
GRADES**



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Reporting an Absence

Telephone us on the first day of absence. To report a student absent, parent(s)/carer(s) **must notify school by calling 01744 678123 (option 2)** and either leaving a message, or speaking to one of the Attendance team. Calls should be made to notify school between 7.00-8.30am.

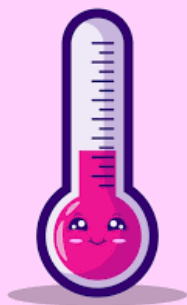
We will still text you if your child is absent.

You may receive a telephone call on the first day of absence from a member of the attendance/pastoral team. This is a courtesy call and is supportive. It is to discuss any issues and to offer any support. Please do not worry if you receive one of these calls, they are common practice.

Absence from school

We understand that it can sometimes be difficult to know when to send your child to school. Unless they have a temperature of 38 or above they're usually good to go. Whilst we do not want any child who is generally ill to come to school, your child should come in if they have, for example, a headache, feeling sick, stomach ache or toothache.

The school will always contact you if your child is unwell. Please see NHS guidance 'Is my child too ill for school'



<http://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>



Medical Appointment

When possible, all appointments must be arranged after school. Parents should provide school advance notice by way of medical card or a copy of an email appointment for any time off required for medical purposes. This is so we can authorise the absence. Time away from school as a result of an appointment must be kept to a minimum.

Authorised or Unauthorised

It is the responsibility of the Headteacher to decide whether an absence is authorised or not. Parents must be aware that merely providing an explanation for your child's absence does not automatically constitute as 'authorisation'. Please provide us with as much information as possible so we can ensure that we use the right attendance code for your child's absence.



Holidays



In line with DFE guidance that came into effect in September 2024, Headteachers should not grant leave of absence for holidays. A holiday taken in term time is likely to result in a Penalty Notice.



Punctuality

Punctuality is important. Students should arrive in school by 8.25am and be in their form room by 8.30am. The gates under the canopy are locked at 8.30am. If students arrive after this time they have to arrive through main reception and go straight to form, where they will be given a late mark by their form tutor.

Late arrivals after 8.40am will receive a late mark and receive a lunchtime detention on the same day.

Students arriving after registration has closed can be recorded as unauthorised absence unless further information is provided regarding the reasons for lateness.



REWARDS

TRIPS

WEDNESDAY

16TH JULY

PLEASURE
BEACH



*Have 97%+ attendance between Monday 31st March
and
Friday 13th June (8 school weeks) to be invited to join
the trips (plus positive Class Charts points)*

The trips will be open to the majority of our students who attend school regularly and on time, have positive points on Class Charts and who are nominated by teachers/Pastoral Staff.

The qualifying period for the attendance figure will be starting from Monday 31st March (the week before we finish for Easter) to Friday 13th June. This is 8 weeks of school where students should be aiming for 97%+ attendance.

A decision about which students are able to attend will be made on Friday 13th June and you will be notified by Monday 16th June.



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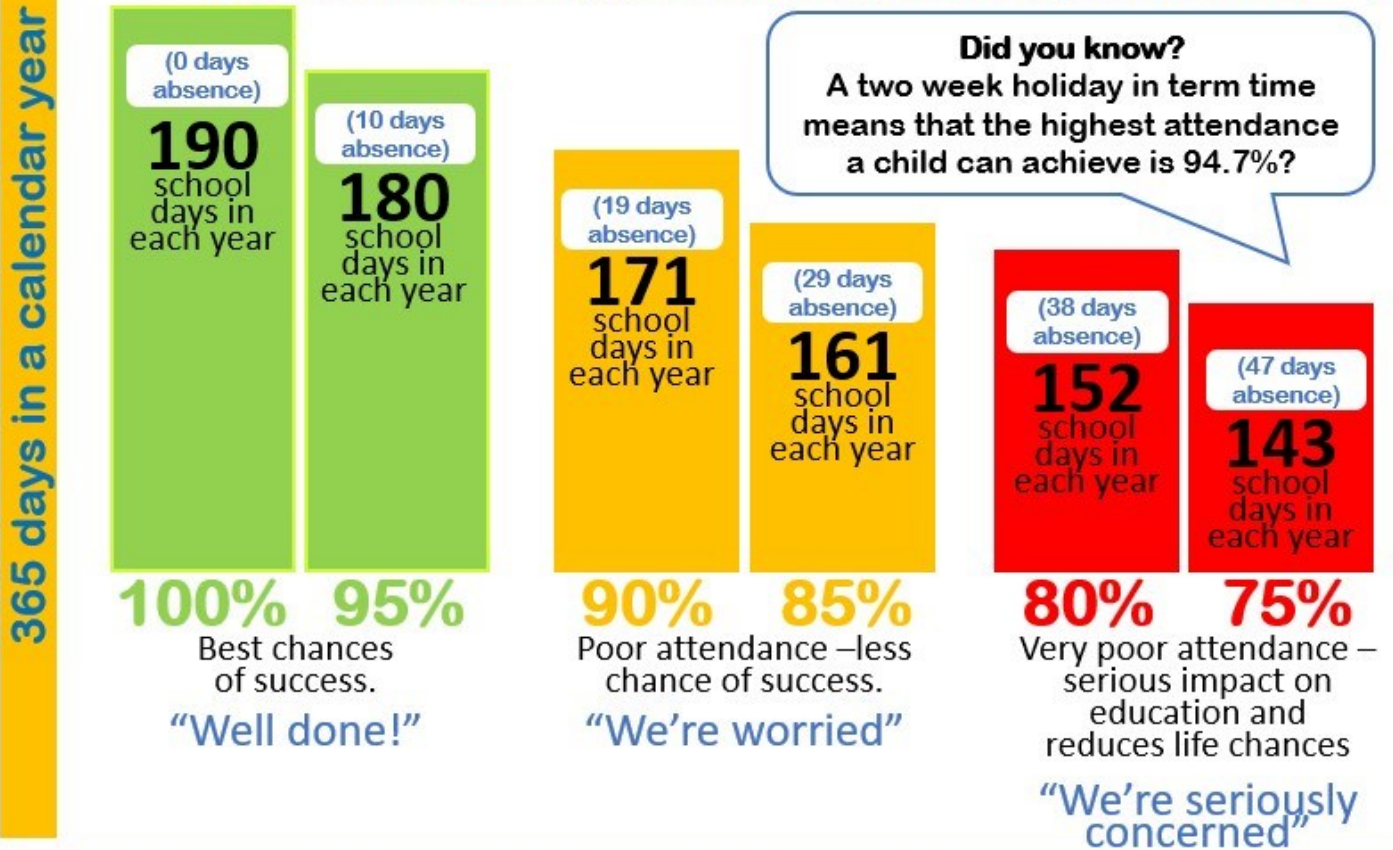
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Good attendance means...

being in school at least 97% of the time or 184 to 190 days

Students have 175 days holiday away from school every year
All this time for shopping, holidays and appointments



Always make school a priority

- ⇒ Avoid making doctor, dentist or optician appointments during school time unless this is absolutely necessary.
- ⇒ If you do need to make an appointment in school time try to ensure that your child misses as little of school as possible.
- ⇒ We know that travel companies don't make it easy for families, but never book a holiday during term time (it won't be authorised, your child will fall behind and you may be fined).
- ⇒ Don't allow your child to stay off school to make things easier for yourself – this is against the law.
- ⇒ Don't allow your child to miss school on Mondays and Fridays if you are going away for the week-end.
- ⇒ Don't allow your child to take a day off because of the weather.
- ⇒ Don't allow your child to take a day off for their birthday – this is completely unacceptable.



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Think Pharmacy First

Did you know that pharmacists can give you advice on a range of conditions and suggest medicines that can help. They may also be able to offer treatment and some prescription medicine for some conditions, without you needing to see a GP (this is called Pharmacy First).

www.nhs.uk/nhs-services/pharmacies/how-pharmacies-can-help/



Providing NHS services

Most pharmacies can help you with **seven common conditions** without needing a GP appointment

Speak to your pharmacist if you suspect you have:

- **Sinusitis**
(adults and children aged 12 years and over)
- **Sore throat**
(adults and children aged 5 years and over)
- **Earache**
(children aged 1 year to 17 years)
- **Infected insect bite**
(adults and children aged 1 year and over)
- **Impetigo**
(adults and children aged 1 year and over)
- **Shingles**
(adults aged 18 years and over)
- **Urinary tract infection**
(women, aged 16 to 64 years)



Visit your Pharmacy First!



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10 Top Tips for Parents and Educators

SUPPORTING YOUNG PEOPLE TO BUILD EMOTIONAL RESILIENCE

With increasing societal pressures, many children struggle with managing emotions, facing challenges and processing failure in a healthy way. This is why building emotional resilience in young people is vital for their mental health and personal success. This guide provides practical strategies for parents and educators to help children develop resilience and foster confidence, adaptability and a positive mindset.

1 ENCOURAGE OPEN COMMUNICATION

Regularly engaging children in open dialogue fosters trust and emotional expression. Encourage them to share their thoughts and feelings freely without judgment. Set aside time daily, perhaps during dinner, to ask open-ended questions such as, "What's made you happy today?". This encourages children to express themselves openly.

2 MODEL POSITIVE BEHAVIOUR

Children often learn how to manage emotions by observing adults. By modelling calm and positive responses to challenges, you can teach them valuable emotional management skills. If you've had a difficult day, verbalise how you're feeling and explain how you plan to handle it, such as "I'm a bit worked-up, so I'm going for a walk to clear my mind."

3 TEACH PROBLEM SOLVING SKILLS

Helping children break down challenges into manageable steps encourages a proactive mindset. Explain that every problem has a solution, even if it's not immediately obvious. For example, if a child is stuck on homework, support them in breaking the task into smaller steps, saying things like "Let's focus on just this first question for now."

4 FOSTER A GROWTH MINDSET

Encourage young people to view mistakes as learning opportunities. A growth mindset helps them see setbacks as part of the process, rather than something to be upset about. After a child loses a game or performs poorly on a test, for example, ask them what they've learned from the experience. This reinforces the idea that effort – and even failure – leads to improvement.

5 PROMOTE SELF-CARE PRACTICES

Teaching children about self-care helps them understand the importance of balancing work with relaxation to maintain emotional wellbeing. Parents and carers could start a screen-free hour before bedtime where the family engages in relaxing activities like reading, setting an example to the child for how to unwind.

6 BUILD HEALTHY RELATIONSHIPS

Strong relationships with peers and adults provide a support system that enhances resilience. Encourage positive, respectful interactions to develop social skills. Playdates or group activities can be instrumental in teaching children how to resolve conflicts with friends by modelling and practicing calm communication.

7 SUPPORT EMOTIONAL AWARENESS

Helping children to identify and name their emotions allows them to manage those feelings more effectively. When a child's upset, encourage them to talk to you about what they're feeling in an empathetic and supportive manner, and ask them why they might be experiencing these emotions.

8 ENCOURAGE INDEPENDENCE

Giving children opportunities to make their own decisions boosts confidence and problem-solving skills. A good example of this would be letting children choose and pack their own lunches for school, guiding them with options but allowing them to assume responsibility for the task to help them take ownership.

9 DEVELOP COPING STRATEGIES

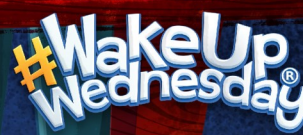
Teaching children techniques like mindfulness, deep breathing or journaling can help them to manage stress. Show them how to perform breathing exercises when they're feeling anxious, and practise this regularly. Reinforcing this behaviour in young people will make it easier for them to use these techniques of their own accord during stressful moments.

10 CELEBRATE SMALL WINS

Recognising effort, no matter how small, reinforces perseverance and encourages children to keep trying. After a child completes a difficult task, makes progress on a project or reaches another type of personal goal, praise their efforts. Emphasise the hard work they've put in and be sure to let them know how proud you are!

Meet Our Expert

Adam Gillett is Associate Vice Principal for Personal Development at Penistone Grammar School and works on secondment one day a week for Minds Ahead, which works with schools on improving their mental health provisions.



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Thank you

Thank you for your continued support in striving for the best attendance and outcomes for your child.

The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

Good attendance is important because:

- ⇒ Statistics show a direct link between under-achievement and absence below 95%
- ⇒ Regular attenders make better progress, both socially and academically
- ⇒ Regular attenders find school routines, school work and friendships easier to cope with
- ⇒ Regular attenders find learning more satisfying
- ⇒ Regular attenders are more successful in transferring between primary school,

Term Dates for rest of the academic year 2024-2025



Summer Term

Re-open after the Spring Term Fixed holiday on:	Tuesday 22nd April 2025
Bank Holiday: May Day (closed to students and staff)	Monday 5 th May 2025
Close for the summer half-term on:	Friday 23 rd May 2025
Re-open after the summer half-term on:	Monday 2nd June 2025
Close for the summer holiday on:	Friday 18 th July 2025

Attendance Information

After the half term break, you will receive a MyED communication providing you with your child's attendance percentage from 4th September to 4th April



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