



Saint Joseph's

CATHOLIC SCHOOL

02/07/21

Dear Parents/Carers

I would like to take this opportunity to introduce myself to you all. My name is Mrs Oakley and I am the new Attendance Officer here at St Joseph's School. I am looking forward to working with you all. I would just like to clarify a few points as we head into the last weeks of the summer term.

- If you need to contact us regarding any attendance related issues, illness, holiday requests, medical appointments, music exams etc please use the attendance@sjcs.org.uk email address and **NOT** Schoolcomms or the Admin email address.
- When reporting your child absent, please make sure that you leave a **detailed reason** for their absence and what, if any, steps you will be taking, i.e. a doctor's appointment will be booked. Unfortunately, if we do receive a message that is vague or stating 'not feeling well', this absence will be **Unauthorised**.
- If students are feeling poorly during the school day, they must report to Reception to seek assistance. They **must not** contact their parents/carers directly. If parents/carers do come to collect students at their son's/daughter's request, this will be counted as an **Unauthorised** absence.

We appreciate the continuing support of St Joseph's parents in our joint efforts to ensure all students attend school on a regular basis as we work hard to help students recover the lost learning hours incurred due to lockdowns. Regular school attendance is vital for students to achieve their academic potential and research shows that every day really does count when it comes to GCSE outcomes. To help keep you as informed as possible, we are currently constructing a new Attendance page for the school website which will include information for parents on topics as legalities, links to academic performance, top tips and addressing parent FAQs based on feedback we have received this year.

Please do contact me if you have any questions.

Best wishes

Mrs Oakley
Attendance Officer
attendance@sjcs.org.uk