



# Saint Thomas More Catholic Voluntary Academy



(St Thomas Aquinas Catholic Multi Academy Trust)  
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**Love one Another as I have Loved You**

**John 13:34**

Headteacher: Mrs C Crosse

Deputy Headteacher: Mrs A Slater

29<sup>th</sup> October 2019

## Attendance

Dear Parents/Carers,

At the beginning of the year I stated in my newsletter that we need to carefully monitor children's punctuality and attendance. At the end of each half term Mrs Slater monitors the attendance of each child and as such a letter has been sent if your child's attendance has fallen below 95%.

During Advent 1 if your child has missed 4 sessions (2 days) their attendance would be 94.7%. If your child has missed 8 sessions (4 days) off their attendance would be 87.5%. Each day counts as two sessions- AM and PM. If your child has been off due to illness or medical appointments these are AUTHORISED absences but they still alter the attendance %. If your child has been away on holiday this would usually be an UNAUTHORISED absence.

If you know your child has been unwell and it has affected their attendance please do not worry. We will continue to monitor and notify parents of attendance % throughout the year: October, January and April.

Yours sincerely,

Mrs Crosse

