



Headteacher  
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October 2022

Dear Parents,

## School Attendance

It has been a busy half term so far and it has been good to meet lots of new students who have joined the school in Year 7 and Year 12.

I am acutely aware that over the past two years we have all had our daily routines at work, home and school disrupted and many of us have experienced serious illness and even bereavement, however, as we continue our journey into the new school year, I wanted to reinforce our message on the importance of re-establishing these routines, particularly excellent school attendance and punctuality.

The biggest barrier to children achieving success and reaching their full potential is poor attendance. Our school examination data from summer 2022, shows that students who have an attendance of 96% or above make progress which is above national expectations. This opens up so many more opportunities for these students to live life to the full. To give your child the best possible chance of being successful they need to be in school every day.

The impact of absence:

- 95% equates to half a day off every two weeks
- 90% equates to a day off every two weeks.
- 85% equates to one and a half days off every two weeks
- 80% equates to one whole day off every week (Over the course of a students' time in secondary education this is equivalent to them missing an entire academic year!)

The Department for Education expects every school to name a school attendance lead who will hold responsibility for raising and promoting school attendance. At St Cuthbert Mayne School we have myself, Mr Horrocks - Assistant Headteacher, Mrs Wills our School Attendance Improvement Officer and Mrs Coaker our Attendance Administrator. We work with students and their families to try and improve students' attendance, however we can not do this alone and need your support.

## **General Illness**

If your child is suffering from one of the following, we would suggest administering some paracetamol or Ibuprofen first thing in the morning and sending them into school, we will ensure that we monitor them and make contact should there be a deterioration in their condition.

- Hay fever
- Colds
- Headaches
- Tiredness
- Sore throat

With your written consent, we can also keep medication in school to support your child, if any of these conditions occur on a regular basis.

## **Injuries**

If your child is suffering from an injury or condition that could make moving around the school building difficult, please contact the school, as there are many ways that we can facilitate this in school allowing them to access the majority, if not all of their lessons safely.

## **Infections and Contagious Illnesses**

If your child is diagnosed with a contagious or infectious condition such as Chicken Pox, Measles or indeed COVID-19, you should contact the school immediately and follow the guidance set out by the NHS and Public Health England.

## **Sickness and Diarrhoea**

If your child is suffering from continuous sickness or diarrhoea, then of course we would expect them to stay at home until this has subsided, however, if this is an isolated incident, it is unlikely to be contagious and we would strongly recommend that they come into school.

## **Medical Appointments**

I am aware that there will be occasions where medical appointments will be arranged by the hospital/orthodontist/CAMHS and cannot be changed, in these instances, please can you inform the school in advance and provide us with a copy of the letter/email confirming the appointment. We expect all students to be in school before and after an appointment. We would also remind you that all routine GP, dental and optician appointments should be made outside of the school day to minimise the disruption to learning.

## **Holidays**

Students get 13 weeks holiday a year, so term time holidays are unlikely to be authorised. If you need to request a period of absence for your child then please contact the school and we will email you with the appropriate form to complete.

## Punctuality

The school day begins at 8.40am for morning line up, any student arriving after 8.40am will have a late mark recorded in the register and students will complete a punctuality detention at lunchtime on the same day.

At 9.00am we close our morning register and any student arriving after this time, will have a U code recorded in the register, this means that they were late after the close of registers and is classed as an unauthorised absence.

If your child is going to be absent, you must ensure that you call the school on 01803 317 901 by 8am on each day of the absence.

Please click on this [link](#) to see the academic calendar for the year 22/23 which outlines all of our INSET days and term dates for your information.

Please do not hesitate to contact us if you would like further clarification or if there is something that may prevent your child from attending school that you feel we should be aware of.

Yours sincerely,

Mr C.Horrocks  
Assistant Headteacher