



ST. NORBERT'S
CATHOLIC PRIMARY SCHOOL

September 2016

Dear Parent / Carers,

SCHOOL ATTENDANCE

I am writing to all parents and carers to remind you of the importance of regular school attendance, which is a priority for your child and our school. There is a very strong link between regular school attendance and achievement and if your child is frequently absent from school the chances of them getting good qualifications at the end are much lower.

Remember 90% attendance sounds good if it is in a test but 90% attendance throughout your child's school carer means over one year's absence! In addition the government states anything below 90% is persistent absence.

To improve attendance we have to work together. If something is stopping your child coming to school, please come and talk to us about it.

Our school has good links with Lincolnshire's Children's Services Education Welfare Department and we explore ways of improving attendance and achievement and with your help we aim to make a real difference.

From the beginning of this year, we will look at the attendance of every pupil in our school. We aim to review each child's attendance every term.

- If your child's attendance is below 90%, you will receive a letter setting an attendance target for the next four weeks.
- If this target is not met an Educational Welfare Officer may become involved in the monitoring and a further target will be set for the next four weeks.
- Should this target not be reached you will be invited to a School Attendance Panel meeting which will give you four weeks to meet a new attendance target. Failure to attend this meeting or meet targets could result in a Formal Legal Warning Letter and Fixed Penalty Notice Fine.

This procedure may be shortened if your child's attendance is less than 80% and has not improved over the following four week period.

This year our school target for pupils is 97%. St. Norbert's Catholic Primary School and the Local Education Authority are determined to make attendance and achievement a high priority. We are sure you will help us with this.

Yours faithfully,

Mrs. J. Withers
Attendance Officer

