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Mrs. L. Ashton Chair of Governors: Fr I Jackson

1<sup>st</sup> November 2023

Dear Parents/Carers,

Thank you for your support in ensuring your child attends school and arrives on time.

Here at Our Lady of Lourdes, we pride ourselves on the attendance and punctuality of our pupils and we will continue to make your child's attendance a main priority. Our target is 97% and, while we understand there are genuine reasons for absence, we must work together to ensure your child attends school every day.

At Our Lady of Lourdes, we continue to work closely with the Local Authority and Bishop Chadwick Catholic Education Trust (BCCET), in order to improve school attendance and punctuality. We recognise the importance of working with parents and carers who have a legal responsibility to ensure their child achieves satisfactory levels of attendance.

To monitor your child's attendance, we will use the following Traffic Light System:

- Attendance above 97% is coded '**GREEN**' (Safety Zone)
- Attendance between 92% and 96.99% is coded '**AMBER**' (At Risk Zone)
- Attendance below 92% is coded '**RED**' (Danger zone)

We will be closely monitoring pupils who fall within **AMBER** and **RED** zones over the next few weeks, looking for improvements in attendance. Those parents whose child's attendance during the monitoring period is not satisfactory will be invited to a meeting or will receive a call to discuss concerns and any support that may be offered to families and improve attendance.

All other rules on attendance still apply, including:

- Parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- Schools' responsibilities to record attendance and follow up absence
- The ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

The education of children is of utmost importance to us. It is imperative that they attend every day, where possible, and that you inform us of their reason for absence as soon on the first day of absence. Please note, the responsibility of authorising or unauthorising an absence lies with the school.

For extended absences from school for medical reasons, we require current and precise medical evidence. Without this, absences will be recorded as unauthorised and we will not be able to provide school work for your child or Free School Meals support. If you have concerns about this please contact the school.

For more details, please make yourself aware of our Attendance Policy which is available on our website.

As always, we appreciate your co-operation on this matter.

Yours sincerely,

L Ashton  
Executive Headteacher