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**3rd February 2025**

Dear Parents/Carers,

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

Here at Our Lady of Lourdes Catholic Primary School, 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 100% and, while we understand there are genuine reasons for absence, we must work together to ensure your child attends school every day.

To monitor your child's attendance, we will continue to use the 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)

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 and that you inform us of the reason for absence, if they are not in school, before 9am on the first day of absence and everyday thereafter.

We recognise that your child may have a legitimate reason to be absent from school, and we are also aware that some families face difficulties which may impact on their child's education, therefore the traffic light system is in place in an attempt to support families.

You can log into your Arbor account to view your child's current attendance. 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 support families and improve attendance.

Please note our Attendance Policy is available on our website or a paper copy from the school office.

Yours sincerely,

Mrs Ashton  
Executive Headteacher