



*Sacred Heart Catholic Primary
School and Nursery
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Dear Parents,

1st October 2019

SCHOOL ATTENDANCE

You will be aware that under the law, every child must attend school regularly up to the age of eighteen. Regular attendance at school is essential to ensure uninterrupted progress and to enable children to meet, if not, extend their potential. There is a recognised link between attendance and attainment and, as such, the Department of Education requires schools to monitor attendance regularly and work with parents to ensure a regular pattern is maintained.

Research shows that there will be an impact on a child’s education if attendance is not consistently above 90% throughout a pupil’s schooling. The average school attendance is around 96%. Schools are required to investigate all absences – especially those of pupils whose attendance falls below the minimum government expectation of 90%. Pupils attendance that continues to fall below 90% is classified by the government as “persistent absence.”

Since last year the school has been sending attendance letters home if your child’s attendance figures fall below 90%. This will continue to happen in the series of stages as shown below:

Stage 1	If falling below 90% you will be sent a reminder letter about improving attendance in the future.
Stage 2	If continually falling below 90% a reminder letter will be sent about improving attendance in the future. It will also state that if this continues and does not improve then a meeting will be held with a member of the Senior Leadership team to devise a plan of action to improve your child’s attendance.
Stage 3	If attendance is continually falling below 90% without signs of improvement and a letter has been sent you will be called in for an attendance meeting. This will be held with a member of the Senior Leadership Team to discuss attendance in detail and devise a plan of action to improve your child’s attendance.
Stage 4	If attendance is still a major concern and a meeting has been held previously there will be a follow up meeting to discuss concerns further. This meeting may also involve other agencies to support future attendance.

School attendance is a high priority of both the school and the government and I hope for your continued support with this matter.

Yours sincerely,

Mr L. Bragard
Assistant Headteacher



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