



12th November 2018

Dear Parents/Carers

Why is regular school attendance so important?

90% attendance sounds good, but means that your child misses:

- one half day each week
- nearly four weeks every school year
- over one school year in a school career

St Joseph's works closely with children and parents in connection with attendance, so that each child can achieve to their full potential. Our school's Attendance Target for this academic year is 97%. Once your child is registered at school, you are legally responsible for making sure that they attend regularly. You also need to think about the negative impact low attendance can have upon the following:

- their learning
- their friendships
- their self-esteem and confidence.

As attendance has such a huge impact on children's achievement, from November 2018 we are introducing the Traffic Light system, which will be issued at each parents' evening and will detail your child's current attendance and punctuality.

The registration report will be **colour coded** as shown in the table below.

	Attendance	Punctuality
Green	96% attendance and above. This gives the children the best chances of success, this is fantastic!	1 or 2 lates
Amber	91% to 95% attendance. There is some need for improvement. Attendance will be monitored by the Senior Leadership Team and educational welfare officer weekly.	3 or 4 lates
Red	90% and below. This is poor attendance with serious concern. Persistent absence can have a huge impact on children's learning. Meetings will be called with the educational welfare officer to discuss ways in which to improve attendance and provide support.	5 or more lates

Additionally, we will be continuing to celebrate 100% attendance. At the end of each term, those children will receive a certificate and be celebrated in assembly.

Headteacher: Mrs Leonore Fernandes

The Federation of St. Joseph's Catholic Junior, Infant and Nursery Schools

Infants & Nursery

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Juniors

Woodend, London SE19 3NU

T: 020 8653 7195 F: 020 8653 0807

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We closely monitor the attendance of every child in the school and work to support those children and their families who are not attending school without sufficient reason. It is very important that you contact school, on the first day of absence, to let us know that your child is ill. Please contact the school office in either school. Please be aware that children should not take family holidays during term time. This will be recorded as an unauthorised absence.

Timekeeping is also important in the education of your child. If your child is persistently late then they are missing out on important beginnings of lessons. School gates open at 8:45am and will close at 9:00am promptly. If you arrive after this time, please report to the main school office where your child will be given a late mark. Registration will close at 9:10am and any child who arrives after this time will be marked as absent.

If you require any support or advice with attendance and punctuality and would like to talk to us about it, please contact the Junior office to arrange an appointment to see myself, Mrs Fernandes or another member of our team.

Yours faithfully

Lisa Kelly
Deputy Headteacher

Headteacher: Mrs Leonore Fernandes

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