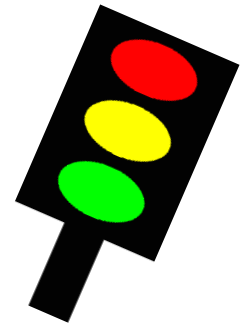


St. Wilfrid's School Attendance Traffic Light System



This is to let you know that we are introducing some new attendance monitoring procedures. We work closely with the Local Authority and have an attendance target set by them each year which is 96.5%.

This new school year we are undertaking a "Traffic Light" system of monitoring our children's attendance across the whole school. This will enable us to highlight good attendance at St Wilfrid's C.E. Primary School but it will also help us to identify attendance that may be a cause for concern.

The minimum attendance level expected by us is 96%. Good attendance is very important so that your child has as much opportunity as possible both academically and socially. When children are absent from school they often find it difficult to catch up on the work they have missed and can feel unsettled.

At the end of each term:

If your child receives a certificate then this means that they have achieved 100% attendance which is fantastic – a big THANK YOU and a huge WELL DONE!

If you receive a **GREEN** letter this means that your child has attendance which is on or above the 96% minimum expected mark – keep up the good work! (100-97%)

If you receive an **AMBER/ GREEN** letter this means that whilst your child's attendance is not yet "concerning" they have attendance **BELOW** 96% and have therefore had an above average amount of time off this school year. It may be that these absences have been due to illness but we feel you should be aware that this needs to improve over the coming term. (96-94%)

If your child receives a **RED/AMBER** letter this means that your child has had significant periods of time off school this year (and are at risk of underachieving as a result. We would ask for your support in ensuring that their attendance improves over the coming weeks. Your child's attendance will then be monitored on a regular basis and we may invite you into school to discuss this further. (93-91%)

If your child receives a **RED** letter this means that your child has had significant periods of time off school this year and are at risk of underachieving as a result. We would ask for your support in ensuring that their attendance improves over the coming weeks. Your child's attendance will then be monitored on a regular basis and we will invite you into school to discuss this further and a referral to the LEA Attendance Team will be required. (below 90%)

If following a **RED** letter, your child's attendance does not improve we will contact you again in order to discuss the situation further. It may be necessary to ask the Education Welfare Officer at the LEA for assistance in this matter at that time.

PLEASE NOTE PENALTY NOTICES ARE NOW BEING UNDERTAKEN/ISSUED BY THE LOCAL AUTHORITY AND SCHOOLS. £60 per child, per parent if paid within 21 days of the notice being issued and £120 per child, per parent if paid within 28 days. Failure to pay a Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996. Penalty Notices will be issued in accordance with Manchester City Council's Penalty Notice Protocol.

St Wilfrid's C.E. Primary School has adopted the Manchester City Council Attendance Policy which is reviewed annually or when guidance changes apply.

We are asking for the support of all our parents and carers in improving attendance levels as we believe this is one of the main ways in which our children will be happy at school, form good relationships with their peers and achieve their full potential.

Mrs S Brereton, Headteacher & Mrs S Clarke, Deputy Headteacher