

*Through God's grace,
a community growing in knowledge and understanding*

St. Laurence Catholic Primary School

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Headteacher: Mrs. Clare Clark M.Ed., LL.B (Hons)

Dear Parents and Carers

St Laurence works closely with the school Education Welfare Office, who covers the North City area and supports our school in order to ensure, in conjunction with others, that our children receive education appropriate to their needs through regular school attendance.

The Education Welfare Officer attends the school fortnightly to monitor attendance level and offer support to parents to help address potential problems through early intervention help. With their support the school implements Cambridgeshire County Council's three letter system to managing attendance.

During our meetings with the Education Welfare Officer we track every child's attendance; the national expectation for attendance is 96%. If a child's attendance is below 96%, parents will receive a Letter One. A Letter One is used to flag an initial concern with attendance and to bring parents attention to the decline. If a child's attendance continues to drop to 94% a Letter Two is sent asking parents to come and meet with Mrs Harvey where we will discuss your issues with attendance or lateness and discuss with you, ideas and strategies for improvement. If there is no improvement, or attendance is below 92% then the parents will be contacted directly by the Education Welfare Officer. If a child's attendance falls below 85% over a 4 week period and there is no improvement, despite support and advice from the school, a fixed penalty notice could be issued.

We know that parents understand that better attendance at school by pupils improves their educational achievements and, in turn, their lives and prospects. Even a small reduction in absence would result in many pupils receiving greater benefit from their education. If you have any concerns regarding your child's attendance, please do not hesitate to contact the school.

Kind Regards,

Mrs C Clark
Headteacher

Mrs V Harvey
Deputy Head Pastoral

