



St Catherine's Catholic Primary School

Highdown Drive, Littlehampton, West Sussex BN17 6HL

Tel: 01903 716039 Fax: 01903 722521

Website: www.st-catherines.w-sussex.sch.uk

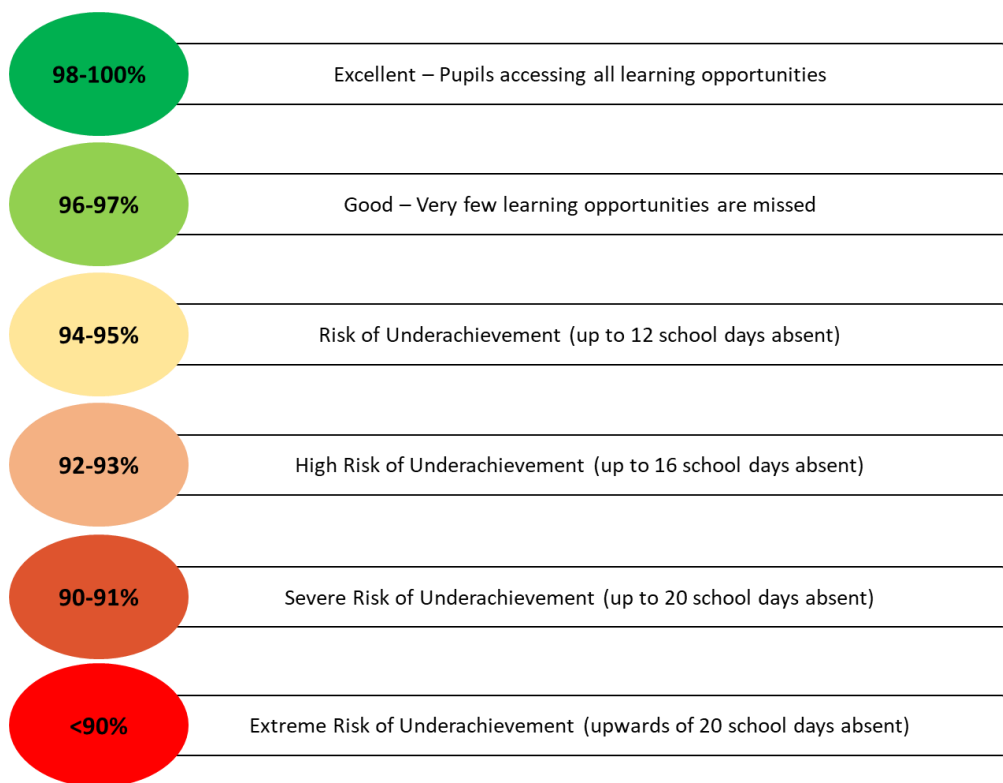
Email: office@st-catherines.w-sussex.sch.uk

5 September 2022

Dear Parents/Carers,

I hope you all had a wonderful summer. It was great to see all the smiling faces at the gate this morning and the hallways full of life once again.

One of the school's main aims for this year is to improve our attendance and so I am attaching our new **Attendance Policy**. The policy contains details of how we manage attendance in the school, what we do to incentivise good attendance and how we support those not meeting the expected levels of attendance. The main reason behind our new policy is to help parents/carers to understand the importance of excellent attendance. The diagram below (which is taken from the policy) shows the effects of increasing levels of absence.



The policy details the **responsibilities** of the governing body and school staff. It also lists those of parents/carers which are as follows.

- Positively promoting good attendance within the school for their child/children

Worthing Deanery Schools



Journeying Together in Christ





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- Ensuring their children have good attendance, are punctual and keep school informed of any absence
- Ensuring any request for absence is made within the appropriate time scale
- Responding positively and promptly to school requests for any further information on absence
- Keeping school informed of any issues or medical condition that may affect their child's absence
- Ensuring school has up to date contact details

Please read the policy in full to ensure you are aware of our expectations and processes. Our aim is to work with families to help ensure pupils are accessing all the **learning opportunities** available to them by having excellent attendance. If you feel you need any **support in achieving this**, please contact the school via the office.

Yours sincerely,

Mr Croghan
Headteacher

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