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Acting Head of School: Mrs D Ritchie
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www.st-wilfrids.org

February 2022

Dear Parent/Carer

Re: Traffic Light Attendance Report

Attendance continues to be a high priority for all schools and at St Wilfrid's, we are working closely with the Local Authority and Bishop Chadwick Catholic Education Trust (BCEET), in order to improve school attendance and punctuality. We recognise the importance of working with parents and carers who have a legal responsibility to ensure their child achieves satisfactory levels of attendance. Following new guidance introduced to all schools in the Trust, our attendance monitoring procedures now operate on a traffic light system, to provide a more simplistic and consistent approach to promoting good attendance. This works as follows:

- Attendance of **97%** and above is coded '**Green**' (Safety Zone)
- Attendance between **92% and 96.99%** is coded '**Amber**' (At Risk Zone)
- Attendance below **92%** is coded '**Red**' (Danger Zone)

In the new term we will send all parents an individual update on their child's attendance. We will also be closely monitoring the attendance of students who currently fall in the **AMBER** and **RED** zones, looking for improvements in attendance. If we are concerned that attendance is not improving we may give your child an attendance card or invite you into school for a meeting. Where attendance is really low this meeting may involve a representative from the Local Authority to discuss concerns and any support that may be offered to help improve attendance.

We are aware that many students have missed valuable school days in this academic year due to being ill with Covid-19. This is an unavoidable consequence of the pandemic. In line with guidance from the Department for Education, confirmed Covid illness is recorded in the school register as an authorised absence and therefore reduces attendance. This may mean that your child's percentage attendance is lower than in previous years and it is something we are mindful of when monitoring attendance in school. Our aim now is to work with students and parents alike to improve attendance over the remainder of the year.

We recognise that children may have a legitimate reason to be absent from school, and we are also aware that some families face difficulties which may impact on their child's education, therefore the traffic light system is in place in an attempt to support families. It aims to highlight concerns at an early stage in an attempt to prevent legal action from being taken against parents who fail to ensure that their child attends school. We therefore hope that you will continue to support our school by promoting positive school attendance with your child and by informing us if you feel there are any issues that are preventing your child from attending school regularly so that we can support you.

Excellentia per fidem, per scientiam, per adiuvatum



If your child is reluctant to attend school for any reason and you are experiencing issues getting them into school on time each day, please contact us, as we would like to work with you to support this.

If you would like to discuss this further, please contact your child's Head of House on 0191 4569121.

Yours sincerely

A handwritten signature in black ink that reads "Mrs F Craik". The signature is written in a cursive style with a large, stylized 'F'.

Mrs F Craik
Acting Executive Headteacher