

SACRED HEART CATHOLIC PRIMARY SCHOOL



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18th April 2016

Dear Parent/Carer,

Re: Well done! Your child has attendance above 96%

Following the letter, which was circulated in November 2015 regarding attendance, I am writing again to remind parents and carers of their responsibilities in ensuring their children attend school regularly.

I would like to thank you as a parent/carers who is taking their responsibilities most seriously and making every effort to send your child to school regularly. You are giving your child the best chances to make progress and achieve the best possible outcomes at Sacred Heart.

I am writing separately to parents and carers of pupils with attendance below 96% and a copy of this letter can be seen on the school website, along with our Attendance Policy.

Should you need any advice regarding school attendance please do not hesitate to contact our school office and ask to speak to the following people who will be able to help:

Staff Member	Position	For help with....
Mrs Roach	Children and Families Support Worker	Improving attendance, barriers to learning, family difficulties
Mrs Taberner	Admin Officer	Specific reason for absence
Mrs Stirrup	Deputy Headteacher	Absence related to Safeguarding and health and safety
Mrs Mason	Headteacher	Attendance related to unauthorised absence decisions
Miss Fouracre	Learning Mentor	Improving attendance, barriers to learning, family difficulties

Thank you again for your commitment to your child's regular attendance. Teaching and learning is really effective when your child does not miss out on vital lessons.

Yours sincerely,

Mrs C. Mason

Headteacher