



Sacred Heart Catholic Primary School

Absence Monitoring

The following table outlines our system for monitoring absence for your child. Please find attached a copy of your child's absence record for the year so far. Checking your child's absence record against the chart will show which attendance category your child is currently in.

CATEGORY	ATTENDANCE	EXPLANATION
RED	89.9% or below	<ul style="list-style-type: none">• Your child's attendance is of serious concern.• Gateway could be involved for support.• Attendance and Enforcement Team could issue Penalty Notices leading to a Fine.• Your child may have a medical condition that we are unaware of/ we may ask you to produce medical evidence.
AMBER	90% - 95.9%	<ul style="list-style-type: none">• Your child's attendance is being closely monitored.• You may consider contacting school to discuss your child's attendance.• You should take steps to reduce any further absence which could put your child in the RED category.
GREEN	96% - 99.9%	<ul style="list-style-type: none">• Your child's attendance is not a cause for concern.• Your child should be making good progress.• Your child's attendance should be celebrated and rewarded!
GOLD	100%	Your child has not had a day off school – CONGRATULATIONS!