



Monday 4th April, 2022

Attendance Monitoring

Dear Parents / Guardians,

As we continue on our journey back to normality after the pandemic, I am writing to remind you of our expectations around attendance.

Good attendance is of vital importance; it is recognised that poor school attendance limits educational achievement and the future progress of young people. This is a key area for school and home to work together on, ensuring that pupils' attendance is as good as it can be.

For many years we have operated a four stage monitoring system, which is intended to raise pupil attendance levels. Like many other schools, over the past eighteen months we have operated on a more flexible basis due to the nature of the pandemic and its impact on pupils. We are now at the point though where we feel it is appropriate to return to our normal routine and return to this four staged approach.

The key purpose of the four stage monitoring process is to indicate the level of your child's school attendance and to support families in ensuring that attendance is as good as possible.

You can see below how the four stages are categorised:

Stage 1 – Pupils who have an attendance of 90% or below. A letter will be sent out reminding parent/carer of the importance of good attendance.

Stage 2 – Pupils continue to have attendance of 90% or below and have made no improvement. A letter will be sent home with a parent survey requesting more information to be provided regarding the absence. It is also possible at this stage for parents to arrange to speak to school about any concerns they may have of their child's school attendance.

Stage 3 – Pupils continue to show little, or no improvement and attendance has not reached 90% or above. A letter will be sent home advising that the pupil is now on a 4-week monitoring period. During this period 100% attendance is required unless medical evidence can be provided.

Stage 4 – Pupils who have not passed the 4-week monitoring period will now be considered for referral to the local authority.

OLD DURHAM ROAD, GATESHEAD
TYNE & WEAR, NE21 4BQ

ST THOMAS MORE CATHOLIC SCHOOL,
CROFTDALE ROAD, BLAYDON,
TYNE & WEAR, NE21 4BQ

0191 499 0111
info@stthomasmore.org.uk
www.stthomasmore.org.uk





Our long term goal is for all pupils to meet a target of between 95% and 100% attendance. We are asking for your cooperation to help us achieve this target. You can help us by continuing to:

- Encourage your child to attend school punctually.
- Telephone on the day of an absence and providing information to explain the absence on your child's return to school.
- Inform us of any changes or circumstances at home which may affect your child. Any such information will, of course, be kept in the strictest confidence.
- Support your child and the school by attending parent's meetings and taking an interest in your child's schoolwork.

As always, your support is most important to us and I am sure you will agree this is an important area of focus for both the school and home. If you have any queries, please do not hesitate to contact Mrs Easton our Education Welfare Officer on 0191 4995033.

Yours sincerely,

Mr J Parkinson
Headteacher

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