



Jarrow Cross
Church of England
Primary School
Borough Road, Jarrow, Tyne and Wear NE32 5UW
Tel: (0191) 4898354
Head Teacher: Mrs S. McBeth
Email: info@jarrowcross-pri.s-tyneside.sch.uk
Website: www.jarrowcross.co.uk

Dear Parents/Carers

Attendance Monitoring

I am writing to inform you that Jarrow Cross CofE Primary school is introducing a 4-stage monitoring process, which is intended to raise pupil attendance levels.

Having a good education will help to give your child the best possible start in life and as you will already be aware; we expect regular and punctual attendance at this school. It is recognised that poor school attendance limits educational achievement and the future progress of young people.

The 4-stage monitoring process is being used to indicate the level of your child's school attendance:

Stage 1 - Pupils who have an attendance of 95% 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 95% or below and have made no improvement. A letter will be sent home with a parent survey requesting more information to be provided regarding school 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. Parents may also be invited to attend an attendance meeting and if two appointments are missed children will be placed on internal monitoring for 4 weeks. If little to no improvement is made during the internal monitoring, children will then be moved on to stage 3 of the A-Star attendance monitoring system.



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Stage 3 - Pupils continue to show little, or no improvement and attendance has not reached 95% 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.

Our goal is for all pupils to meet a target of 96% to 100% attendance.

We are asking for the co-operation of parents. You can help us by:

- Encouraging your child to attend school punctually.
- Telephoning on the day of an absence and providing information to explain the absence on your child's return to school.
- Informing 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.
- Supporting your child and the school by attending parent's meetings and taking an interest in your child's schoolwork.
- Leave of Absence in Term Time. Head Teachers are no longer able to grant leave of absence during term time unless there are exceptional circumstances.

I hope you will support the school in this matter. If you have any queries, please do not hesitate to contact me.

Yours sincerely

S. McBeth

Mrs McBeth
Headteacher