



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

Attendance Monitoring

Jarrow Cross CofE Primary School has introduced a 4-stage monitoring process, with the intention to raise pupil attendance levels.

I know you will all agree having a good education helps to give your child the best possible start in life. In order to achieve this, regular and punctual attendance is crucial. It is recognised that poor school attendance limits educational achievement and the future progress of young people.

The 4-stage monitoring process as detailed below will be used to indicate the level of your child's attendance:

Stage 1 – Pupils who have an attendance of 95% or below.

Action – 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.

Action – A letter will be sent home with a parent survey requesting more information to be provided to school about 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 who continue to show little, or no improvement and their attendance has not reached the target of 96% or above.

Action – A letter and survey 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.



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

- Encouraging your child to attend school punctually and regularly.
- Telephoning on the first day of absence and maintaining regular contact by ringing every third day.
- Informing us of any changes or circumstances at home which may affect your child. Any 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.
- Head teachers cannot grant leave of absence during term time unless there are exceptional circumstances.



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