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17th September 2025

Dear Parents/Carers,

Thank you for your support through the last academic year in ensuring your child attended school and arrived on time.

Here at Our Lady of Lourdes Catholic Primary School, we pride ourselves on the attendance and punctuality of our pupils and this year we will continue to make your child's attendance a main priority. Our target is 100% and, while we understand there are genuine reasons for absence, we must work together to ensure your child attends school every day.

To monitor your child's attendance, we will continue to use the Traffic Light System.

- Attendance above 97% is coded '**GREEN**' (Safety Zone)
- Attendance between 92% and 96.99% is coded '**AMBER**' (At Risk Zone)
- Attendance below 92% is coded '**RED**' (Danger zone)

You may be aware of updated regulations from the Department of Education regarding Fixed Penalty Notices and irregular school attendance. Please see further details outlined in the attached information sheet.

All other rules on attendance still apply, including:

- Parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- Schools' responsibilities to record attendance and follow up absence
- The ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

The education of children is of utmost importance to us. It is imperative that they attend every day and that you inform us of the reason for absence, if they are not in school, before 9am on the first day of absence and everyday thereafter.

Please note our Attendance Policy is available on our website or a paper copy from the school office.

Yours sincerely,

Mrs Ashton
Executive Headteacher