



St Adrian's Catholic Primary School

Watling View, St Albans. AL1 2PB

Headteacher: Mrs Aideen Porter

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23rd January 2025

Dear Parents and Carers

The children have returned refreshed and full of energy for the term ahead, which is great to see. Thank you for continuing to be punctual in the mornings, arriving from 8.35am for a prompt 8.45am start to the day; and also for meeting your children at 3.15pm on the playground.

I wanted to let you know that St Adrian's Attendance Policy has been updated and it is now on our school website. However, because several changes have been made to the policy, which you need to be aware of, I have attached a copy of the policy for you to read so you can familiarize yourselves to the changes which have been in accordance with new attendance guidelines as stipulated by the Department of Education.

The most significant changes are to do with lateness and with any attendance which falls below 95%. From now on, if a child arrives at school after the registers have closed their attendance will be marked as an unauthorised absence. Absences which total 10 or more missed sessions (not necessarily consecutive days) will be followed up by us and a penalty notice may be issued. Please read the policy so that you are aware of all the details which may affect you and your child's attendance.

As always, good attendance is crucial for your children to make continuous progress and to achieve as much as they can from school, not only just academically but also from enrichment activities, after-school clubs and social interaction with their peers. All members of staff are keen to support your children in all these areas of school life. As always, our aim is for all children to look forward to coming to school every day because they love learning and building lasting memories with their peers.

Our aim is to work with you to support your children's learning and well-being. If, at times, you or your child find that there are barriers in getting to school, we can help. In the first instance, email the school office at 'admin@stadrians.herts.sch.uk' and arrange to speak with your child's teacher in order to explore ways to reduce these barriers so that your child can experience all the benefits that regular attendance provides.

We aim to inform parents if their child's attendance is approaching a threshold figure. At half-term, therefore, I will be in touch to let you know if your child's attendance level is below 95%. Of course, parents are welcome to request a copy of their child's registration certificate from the school office if they would like further details of their child's recorded absences.

If your child's attendance falls below 90% - the level recognised by the Government as a 'persistent absentee'- I will contact you to discuss this with you. The school will monitor your child's attendance on a more regular basis and work with you to help your child's attendance return to an acceptable level.

Our aim is for every child to enjoy learning and school life. We truly appreciate the support you as parents provide in order to achieve this.

Best wishes,

Mrs Gallaher (Deputy Head and Attendance Lead)