



**St Cuthbert's
Catholic High School**
Live life in all its fullness

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Dear Parent/Carer

Here at St Cuthbert's Catholic High School we work hard to ensure that every one of our students reaches their full educational and social potential. In order to achieve this, it is vital that your child attends school every day, on time, properly equipped, ready and willing to learn.

To achieve our goal, we are introducing the 'Traffic Light System' of attendance reporting which we believe is the most effective way of letting you know how well your child's attendance is and if there is a cause for concern.

Every term you will receive an attendance report from us printed on either Gold, Green, Amber or Red coloured paper. An explanation of the colour coding is given in the table printed below.

CATEGORY	ATTENDANCE	EXPLANATION
GOLD	98% and above	<ul style="list-style-type: none"> Your child's attendance is exemplary – well done and thank you for your support. Your child should be making good progress. Your child's excellent attendance should be celebrated and rewarded.
GREEN	95– 98%	<ul style="list-style-type: none"> Your child's attendance is not a cause for concern, however we aim for all students' attendance to at least fall into this category. Your child should be making good progress. Your child's good attendance should be celebrated and rewarded.
AMBER	90-95%	<ul style="list-style-type: none"> Your child's attendance is of growing concern. You may be contacted to discuss an action plan to improve attendance. The School Attendance Officer will become involved to prevent any further deterioration. You should take steps to reduce any further absence which could put your child into the Red category. This could hinder the progress your child is making in school.
RED	90% or less	<ul style="list-style-type: none"> Your child's attendance is of extreme concern. You will be contacted to discuss an action plan to improve attendance to see how school can support you and your child. If this does not improve attendance, the Education Welfare Service may become involved if it continues to deteriorate. (This may involve fines or court proceedings). This will hinder the progress your child is making in school.

Thank you for your continued support.

Yours faithfully

C.A. Twist

Mrs C Twist
Headteacher

