

# ST. AIDAN'S CATHOLIC PRIMARY SCHOOL

Headteacher: Mrs.J M Farrimond, B.A. (Hons) N.P.Q.H

Holmes House Avenue  
Winstanley  
Wigan WN3 6EE

Tel: (01942) 223544  
Fax: (01942) 222634  
enquiries@admin.saintaidans.wigan.sch.uk



Dear Parent/Carer,

At St. Aidan's we work hard to ensure that all our students reach their full educational and social potential. In order to ensure that you understand the importance of good attendance and the level expected, you can track the level of your child's attendance below in the RAG(Red Amber Green) system. It is colour coded and an explanation of the colour coding is given in the table below:

CATEGORY	ATTENDANCE	EXPLANATION
<b>RED</b>	<b>91.9% or below</b>	<ul style="list-style-type: none"> <li>Your child's attendance is of serious concern.</li> <li>Gateway could be involved for support.</li> <li>Attendance and Enforcement Team could issue Penalty Notices leading to a Fine.</li> <li>Your child may have a medical condition that we are unaware of/ we may ask you to produce medical evidence.</li> </ul>
<b>AMBER</b>	<b>92% - 95.9%</b>	<ul style="list-style-type: none"> <li>Your child's attendance is being closely monitored.</li> <li>You may consider contacting school to discuss your child's attendance.</li> <li>You should take steps to reduce any further absence which could put your child in the <b>RED</b> category.</li> </ul>
<b>GREEN</b>	<b>96% - 99.9%</b>	<ul style="list-style-type: none"> <li>Your child's attendance is not a cause for concern.</li> <li>Your child should be making good progress.</li> <li>Your child's attendance should be celebrated and rewarded!</li> </ul>
<b>GOLD</b>	<b>100%</b>	Your child has not had a day off school – CONGRATULATIONS!!

We are aware that occasionally it may be necessary for children to be absent from school but we do ask for support in ensuring your child's regular attendance. In order for your child to achieve an expected attendance of at least 96% they should have no more than 7.5 days (15 sessions) absent in a school year. One day equates to 2 sessions and parents can be unaware of how "the odd day/session of absence" can add up to a significant amount.

Please do not hesitate to contact school if you wish to discuss any details of this letter. Thank you for your continued support.

Mrs Helen Jones,  
Learning Mentor.

## 'In God's Love We Learn'

