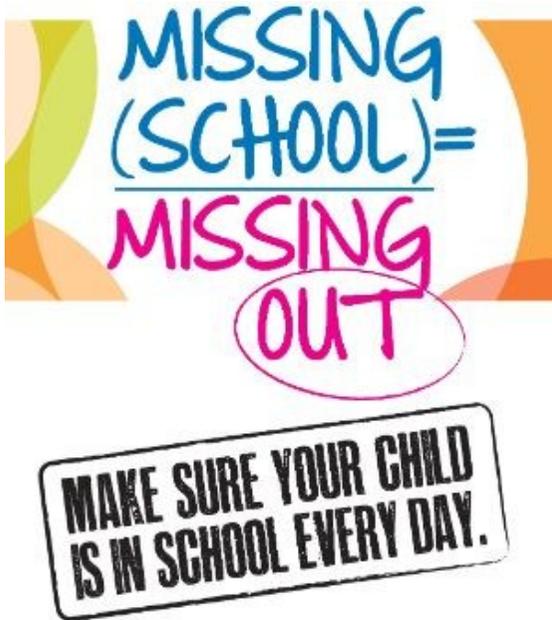


Good Attendance is Vital!

Attending school regularly has a great impact on a child's education and progress in school.

Pupils with good attendance will;

- Achieve better
- Feel happier
- Gain confidence
- Find it easier to make and keep friends
- Have better prospects of employment



Contacts

If you require more information regarding attendance or you have any concerns regarding your child's attendance please contact the school.

Telephone Number: 0116 2625422

School Email:

admin@catherine-inf.leicester.sch.uk

Alternatively, you can contact the Education Welfare Service who can assist you with any queries you may have;

Education Welfare Service
Collegiate House
College Street
Leicester
LE2 0JX

Tel: 0116 4545510

Fax: 0116 4540787

Email: education.welfare@leicester.gov.uk



CATHERINE INFANT SCHOOL

Headteacher: Mrs J Harrold

School Attendance A Guide for Parents

What can you expect the school to do?

What does the school expect of parent's?

Who is the Education Welfare Officer?

Why is good attendance so important?

"We are all Stars"

School's Responsibility

Helping to create a pattern of regular attendance for each pupil is everybody's responsibility - parent/carers, pupils and all members of school staff.

As a school we will;

- Monitor attendance regularly
- Monitor pupils arriving late
- Contact parents when a pupils fails to attend without a good reason or no reason
- Contact parents when there is a pattern of absences or an excessive number of absences
- Refer the matter to the Education Welfare Officer (EWO) if attendance is a concern
- Celebrate good attendance
- Reward good or improved attendance through class competitions and certificates
- Work with parents so that together we can work on raising attendance across the school

For further information on school attendance please see our School Attendance Policy on the schools website;

www.catherine-inf.leicester.sch.uk

Parent's Responsibility

By law, all children of compulsory school age (5 to 16) must receive a suitable full-time education. Once your child is registered at a school, you are legally responsible for making sure they attend regularly.

As a parent you are expected to;

- Ensure you child attends school everyday
- Contact school on the first day of absence
- Make all appointments outside of school time
- Not take children on visits/shopping trips during school time
- Never take leave of absence (holidays)
- Bring your child to school on time each day

Please note if your child moves to a different school, or even moves country, it is extremely important that you inform the school office.

As a parent it is also very important that you provide the school with updated contact numbers. In the case of an emergency we may need to contact you immediately. If your telephone number changes please inform the office

Education Welfare Service

Each school in Leicester City is assigned a trained Education Welfare Officer (EWO). Here at Catherine Infant School our EWO is Hazel Daley. She visits school every 2 weeks and meets with the Headteacher and Attendance Welfare Officer to discuss pupil's attendance, particularly those pupil's whose attendance is a cause for concern.

The Education Welfare Officer will;

- Support the school to improve school attendance
- Offer advice and guidance to families with regard to attendance and other school issues
- Work together with other agencies involved in the welfare of children
- Work in partnership with schools and parents to maximise pupil's educational opportunities

At the start of every academic year in September, the school invites all parents to attend a meeting regarding attendance. This is an opportunity to meet our Education Welfare Officer and the staff in school who deal with attendance. May we encourage all parents to attend this meeting.