



OUR LADY & ST JOHN

CATHOLIC COLLEGE

16th September 2016

Dear Parent/Carer

RE: Attendance Information 2016 -2017

I write to inform you about how as a school we are continuing to improve and the impact that attendance has on your child. The national target for attendance is 95%, we as a school are aiming to achieve this as a minimum.

As you are aware this academic year we have a new start time. We expect all students to be on the site by 08:25am and in form for 08:30.

If your child arrives late to school they must enter the school site through the main reception where they will be registered. At break time your child will be required to go to Pupil Services to complete a short reflection sheet based on their punctuality that day. If your child happens to be late for a second time that week they will receive a detention with their Form Tutor.

Attendance and punctuality are not only crucial to your child's attainment but also preparing them for the world of work.

With this letter you will find attached a leaflet explaining how you can support your child; how attendance is monitored and the rewards that are available for good attendance and punctuality.

If you have any questions/queries regarding your child's attendance please contact their Form Tutor.

Yours sincerely,

Mr J Kelly
Assistant Headteacher

"Traditional Values, 21st Century Learning."

OUR LADY & ST JOHN CATHOLIC COLLEGE, NORTH ROAD, BLACKBURN. BB1 1PY

TEL: 01254 588388 EMAIL: our.lady.and.st.john@blackburn.gov.uk

www.olsj.blackburn.sch.uk