

Alison Healey

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Dear Parents and Carers

Re: St Joseph's Catholic Primary School - New Intake

I would like to introduce myself as the Education Welfare Officer (EWO) with specific responsibility for monitoring the attendance and punctuality of all pupils at St Joseph's Catholic Primary School. The school and the Education Welfare Service are working together to improve attendance and punctuality for all children.

Good attendance and punctuality at school is essential. Good attendance promotes good outcomes for children. This is particularly important at Primary School where friendships are being formed and children learn the importance of education and regular school attendance.

My responsibilities include: carrying out regular register inspections and following up on attendance issues, illness related absence, lateness and term time leave. I am also available to listen to parents and offer support where needed.

As a parent/carer, you have a legal duty to ensure your child attends school regularly and you play an important role in encouraging your child to establish a good pattern of regular and punctual attendance.

If your child is unable to attend school on any day, it is essential that you contact the school immediately to notify them of the child's absence.

If you would like to discuss any matter relating to your child's attendance I am available on the above number.

I wish your child well in their time at St Joseph's Catholic Primary School.

Yours sincerely

A Healey

Alison Healey

Education Welfare Officer