



Headteacher: Mrs Lindsay Robertson BA (Hons) NPQH

Date:

Dear Parent / Carer,

Re: _____ attendance. Your child is currently on amber (see box below for details).

Your child's attendance is currently ____ %.

Our current attendance target range of all children is 96-100% and unfortunately your child is not currently meeting this target. Therefore, we are sending out this letter to advise that if your child is further absent from school, this could result in them becoming within the lowest standard of attendance e.g. the red standard. This would then become classified as Persistent Absenteeism.

We are bringing this to your attention because any child with below 90% attendance is considered by the Department for Education to be a 'persistent absentee'. For persistent absentee children, school is expected to have plans in place to both support children and to improve their attendance. We are aware that sickness or term time holidays can be the cause of this and as a school we do not support term time holidays so these should be booked outside of term time on all occasions, excluding extenuating circumstances. All absences due to illness should be reported to the school office by 9:00am on every occasion and accompanied by medical evidence.

Yours sincerely,

Mrs Lindsay Robertson

GREEN
Pupils with attendance from 96% to 100%
AMBER
Pupils with attendance from 90% to 95.9%
RED
Pupils with attendance below 90%

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