



Headteacher: Mrs Lindsay Robertson BA (Hons) NPQH

Date:

Dear Parent / Carer,

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

Your child's attendance is currently %.

Our current attendance target range of all children is 96-100% and we are delighted to advise you that your child is currently meeting this target.

Therefore, we would like to take this opportunity to commend you on your child's attendance which is currently within our highest standard – Green Standard.

I would like to take this opportunity to thank you for your continued support with your child's attendance – it is greatly appreciated.

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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