



Headteacher: Mrs Lindsay Robertson BA (Hons) NPQH

Date:

Dear Parent / Carer,

Re: attendance. Your child is currently on red (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 bring this to your attention, as any child with below 90% attendance is considered by the Department for Education to be a 'persistent absentee'.

For persistent absentees, the school is expected to have plans in place to both support children and to improve their attendance.

We are aware that term time holidays can be the cause of this, however, as a school we do not support term time holidays and holidays on all occasions should be booked outside of term time; excluding extenuating circumstances. If your child is further absent from school due to illness, we will require medical evidence to confirm this. Your child's attendance has now entered into an official period of close monitoring which could lead to fines being issued.

I will arrange a meeting to discuss your child's attendance so that we can create a plan to support yourself and your child so that they can attend school regularly.

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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