



17TH April 2018

Dear Parents and Carers,

May I thank parents and pupils for their efforts in improving our school attendance. It is great to see some improvements already this year but we still have a long way to go and must continue to work hard to reach our school target of 96%. This term, therefore, we have introduced a new termly "Traffic Light" system as a way of monitoring your child's attendance at school. At the end of each term we will be sending out attendance certificates/letters to celebrate good attendance levels and to highlight any areas of concern.

The minimum attendance level expected by us in school is 96% . Good attendance is very important so that children are given as much opportunity as possible academically and socially. When children are absent from school they often find it difficult to catch up on work they have missed and can feel unsettled.

At the end of each term:

- If you receive a GREEN letter this means that your child has attendance which is on or above the 96% minimum expected mark – keep up the good work!
- If you receive a YELLOW letter this means that whilst your child's attendance is not yet concerning they have attendance BELOW 96% and therefore have had an above average amount of time off school this year. It may be that these absences have been due to illness but we feel you should be aware that this needs to improve over the coming term.
- If your child receives a RED letter this means they have had significant periods of time off school this year (below 90%) and are at risk of underachieving as a result. We would ask for your support in ensuring that attendance improves over the coming weeks. Your child's attendance will then be monitored on a regular basis and we may invite you into school to discuss further. If, following a RED letter, your child's attendance does not improve we will contact you again in order to discuss the situation further. It may be necessary to ask the School Liaison Officer for assistance in this matter.

We are asking for the support of all parents in improving attendance levels as we believe this is one of the main ways in which our children will be happy at school and achieve their full potential in life.

Yours sincerely,

Mr A. Moore
Vice Principal