

Appendix 5

Address

Date

Dear Parent/Guardian of

ATTENDANCE

We are committed to ensuring all children reach their maximum potential and attendance plays a vital part in this.

The Government expects schools to:

- Promote good attendance and to reduce absence, including persistent absence.
- Act early to address patterns of absence.

Attendance in line with DfE expectations	95% +
Attendance below DfE expectations	90 – 94.9%
Persistent absence	Below 90 %

..... school attendance for the school year to date is

If you have any queries regarding these attendance figures, please contact the office, who will be able to provide you with more information.

In line with school policy, I will contact you in the near future if I have any concerns about your child's attendance report. However, should you wish to discuss anything with me, the office will be happy to make an appointment for you.

Yours sincerely



Kerry Davies
Executive Headteacher