

SCHOOL ATTENDANCE - TRAFFIC LIGHT SYSTEM

Dear Parent/Carer,

Three times a year, attendance reports are sent to you to inform you of your child's attendance level and to highlight areas of concern.

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

At the end of each term:

- If you receive a **GREEN** light on the traffic light, this means that your child has attendance which is on or above 95%.
- If you receive an **AMBER** light, this means that, whilst your child's attendance is not yet 'concerning', they have attendance **below 95% but above 90%**. It may be that these absences have been due to illness, but we feel you should be aware that your child's attendance is below the minimum level recommended and so does need to improve.
- If your child receives a **RED** light, this means that their attendance falls below 90%. This means that your child's absence from school is significant and as a result your child is at risk of underachieving. We would ask for your support in ensuring that, where possible, attendance improves over the coming weeks. Your child's attendance will now be monitored on a regular basis.

If, following a red report, your child's attendance does not improve, I will contact you again in order to discuss the situation further and may require you to attend a meeting in school with myself and the school Education Welfare Officer. I am asking for the support of all parents in improving attendance levels as I believe that this is one of the main ways in which our children will be happy at school and achieve their full potential.

Yours sincerely,

Mrs J. Davies
Head teacher



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