



Headteacher: Deena Chetty  
 Deputy Headteacher: Rachael Alexander-Gordon  
 134 – 136 Downsell Road, Leyton. E15 2BS  
 Tel: 020 8556 0103 Fax: 020 8558 8293  
 Email: [school@downsellprimary.waltham.sch.uk](mailto:school@downsellprimary.waltham.sch.uk)  
 Web: <http://www.downsellprimary.org>

Learning Today, Leading Tomorrow

Date: «date\_of\_printing»

Dear Parent / Carer of: «full\_name»

Class: «reg»



HT Letter of Recognition

We are writing to you to inform you that «chosen\_forename»'s attendance is currently: «percentage\_attendance»%

Downsell Primary School's attendance target for all children is 96 – 100% and we are delighted to advise that your child is currently meeting this target.

We would like to take this opportunity to commend you on your child's attendance, which is currently at our highest standard – 100%!

«chosen\_forename»'s name will now be put into the whole school half-termly raffle for a chance to win one of our special attendance prizes!

	Percentage	Comment	Your child's attendance
Green	96 – 100%	Your child's attendance meets our school expectation. You have supported your child with achieving the best possible outcomes in life. If your child has achieved 100% - well done!	X
Amber	94 – 95.9%	<b>Stage 1:</b> Your child's attendance is a cause of concern. We know that this may be due to illness or other authorised absences but we hope that by bringing this to your attention now, will help you and your child.	
	91 – 93.9%	<b>Stage 2:</b> Your child's attendance is a cause for concern. At this stage, we will need to arrange a formal meeting to support you and your child with improving this.	
Red	90% and below	Your child's attendance is far from our expectations and they are now on the <b>persistent absentees list</b> . We will need to meet formally and draw up an action plan together. Unless rapid improvement is made you will be flagged up to our EWO and your case may be referred on further, which can also lead to possible fines.	

Many thanks for your continued support and we do hope that you continue to support your child with maintaining this level of attendance.

Yours sincerely,  
*D. Chetty*  
 Head Teacher

