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Learning Today, Leading Tomorrow

Date: «date\_of\_printing»

Dear Parent / Carer of: «full\_name»

Class: «reg»

**Red Letter**

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 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 90% or below attendance is considered by the Department for Education to be a persistent absentee.

At this stage, we are requesting a meeting with you in order to support «chosen\_forename» further. At the meeting we will discuss together the reasons for the absences and how we can work together to improve this and therefore improve the chances of success in school for your child.

**Meeting Day:** ..... **Time:**  
 .....

We would like to point out that if your child's attendance does not improve and you are not seen to work alongside the school to support your child, we may refer to our EWO. We would also like to remind you of your statutory duties as the parent / carer: Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education<sup>3</sup>. This can be by regular attendance at school, at alternative provision, or otherwise (e.g. the parent can choose to educate their child at home) – **School attendance parental responsibility measures (GOV.UK)**

	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!	
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.	X

Yours sincerely,  
*D. Chetty*  
 Head Teacher

