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Learning Today, Leading Tomorrow

Date: «date\_of\_printing»

Dear Parent / Carer of: «full\_name»

Class: «reg»

**Attendance Amber Letter: Stage 2**

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 advise that if your child has any further absences from school this could result in your child becoming within the lowest standard of attendance – Persistent Absenteeism (Red Letter).

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: .....

	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.	X
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.	

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 at the next stage (red stage).

Yours sincerely,  
*D. Chetty*

Head Teacher

