

Dear

### **Attendance**

I am writing regarding your child's current attendance as shown above, I have also enclosed is your child's current attendance register for this year. You may or may not be aware that the schools attendance target is **95%**.

As part of our regular attendance monitoring, we are writing to all the parents or carers of all students whose attendance has fallen below this level, and I hope that it is useful for you to see what your child's attendance level is at the school. Please be assured that we are more than aware of individual students' reasons for absence, and thank you for working with us to ensure that these reasons are communicated to the school.

#### **What constitutes good attendance?**

Attendance percentages are not like examination results: an attendance percentage needs to be in the high nineties before it can be considered good. Consider the following examples:

- An attendance record of 90% might seem good but is equal to one day missed per fortnight. If this continues from Year 7 to 11, a total of six month's education will be lost.
- An attendance record of 80% might seem acceptable but is equal to one day missed per week. If this continues from Year 7 to 11, a total of one year's education will be lost.

In order for an attendance record to be deemed good it must be 96% or above:

- 100% = excellent attendance
- 98% = very good attendance
- 96% = good attendance

Regular attendance means that students can make the most of their education, improving their chances in adult life, as high attendance enhances students' performance in examinations. You may be aware that there is clear evidence of a link between poor attendance at school and low levels of achievement. Of students who miss between 10% and 20% of school, only 35% achieve five or more GCSEs at grades A\* to C including English and Maths. But 73% of students who attend 95% of school achieve this.

If you are in any way worried about your child's attendance and would like to discuss this further, please do not hesitate to contact me.

Yours sincerely

Mrs L Howell  
Deputy Headteacher

Miss F Duddridge  
Education Welfare Officer