



WARNING: RED ATTENDANCE

«date_of_printing»

Pupil Name: «chosen_forename» «chosen_surname»
«percentage_attendance»

Percentage Attendance:

Dear Parent/Carer

We have reviewed every child's attendance half termly and would like to inform you that because «chosen_forename»'s attendance was unacceptably low at below 90% it has been placed in the **RED** attendance group. This may have been because of illness or unavoidable family circumstance but it is still important that you know your child's attendance so you can work with us to minimise the impact of any absence on their education. This level of attendance will have a detrimental impact on «chosen_forename»'s education.

- Attendance levels below 90% are given an attendance grade of low by OFSTED and a **RED** warning is issued
- Attendance levels of 90 – 94.99% are given an attendance grade of average by OFSTED and an **AMBER** warning is issued
- Attendance levels of 95% or more are given an attendance grade of high by OFSTED and a **GREEN** letter is issued as an attendance of 95% or more is on target

In order for «chosen_forename» to move into the **AMBER** or **GREEN** attendance group, an attendance level of at least 90% will need to be reached this half term. We would really like to work in partnership with you to support «chosen_forename»'s attendance, therefore if you wish to speak to us on this matter please contact either «chosen_forename»'s Class Teacher, Mrs Jones the Headteacher or Mrs Thorne our Attendance Officer through the school office.

«chosen_forename»'s attendance will be reviewed half termly and we hope to see an improvement next time.

Thank you for your continued support with this matter.

Yours sincerely

Mrs Katherine Jones
Headteacher