



CONGRATULATIONS - GREEN ATTENDANCE

«date_of_printing»

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

Percentage Attendance:

Dear Parent/Carer

We have reviewed «chosen_forename»'s attendance half termly and would like to inform you that this attendance has been placed in the **GREEN** attendance group.

- 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 remain in the **GREEN** attendance group, it will need to be maintained at an attendance level of at least 95%.

«chosen_forename»'s attendance will be reviewed half termly. If in the meantime you wish to discuss this matter please do not hesitate to contact either «chosen_forename»'s Class Teacher, Mrs Jones the Headteacher or Mrs Thorne our Attendance Officer through the school office.

Thank you for your continued support with this matter.

Yours sincerely

Mrs Katherine Jones
Headteacher