

14th October 2016

Dear Parents / Carers,

In our continuing drive to improve pupil attendance, I would like to bring your attention to the way in which it is monitored in school. As you are already aware, we have a focus on attendance this year as there is a direct link between a child's attendance and how well he or she does at school. To keep things clear and simple, we have adopted a RED, AMBER, GREEN (or RAG) monitoring system which outlines the scale of attendance percentage and what this means.

GREEN – 96% and above

Your child has good attendance. According to the Department of Education, this is ideally where all children should aim to be to achieve their full potential.

AMBER – 91% to 95%

Your child's attendance has fallen below the national average and requires improvement.

RED – below 90%

Your child's attendance is of serious concern and they are now classed as a persistent absentee.

It is estimated that 1 day of absence puts a child 2 days behind in their learning.

Attendance for all pupils is expected to be **Green (above 96%)**. The Attendance Team and Education Welfare Officer will closely monitor those children who fall below this percentage, i.e. Children whose attendance scale is **Amber** or **Red**.

We will be sending home individual letters to all parents with details of their child's attendance scale for each full term. This will then be repeated at the beginning of each term with an attendance summary sheet included. If your child's attendance scale is consistently **Amber** or **Red**, the Deputy Headteacher will check attendance information more closely and may contact you.

It is important that you keep in touch with us if there are concerns about your child's attendance, especially if there is any way in which you need support. Illness is a major reason for low attendance and while we do not want children to be in school if they are unwell, we also want to ensure that their education does not suffer, so if we can help with a referral to the School Nurse or we can help in any other way please let us know.

I know from experience that there is a strong link between good attendance and academic progress and ensuring your child attends school regularly and on time will help them to fulfil their potential.

Yours faithfully



R.L. Munro
Head Teacher