



«addressee»  
«address\_block»

Dear «salutation»

As you know we are always trying to improve our attendance figures. This is because we know that pupils with good attendance make better progress and achieve well. In the past we have only sent letters at this time of year if your child's attendance is concerning. However this year we have decided to send each child a personalised attendance letter.

«chosen\_forename»'s attendance up to «date\_of\_printing» is: «percentage\_attendance»%

### What does my child's attendance figure actually mean?

This chart shows what a child's attendance actually means in number of days off.

Percentage	Equal to this many days off for the whole year	Attendance category
100%-99%	0-3 days	Outstanding attendance
98% - 95%	Between 4 and 9 days	Good attendance
94%- 91%	Between 11 and 17 days	Cause for concern
90% or less	20 or more days	Significant cause for concern
80% or less	39 or more days	Persistent absentee

### My child has only had a couple of days off – why is the figure so low?

If your child has had some time off their attendance figure may seem low. This is because at this time of year each day equals a figure of about 7%.

### If my child gets 80% in a test you tell me that's good – but if they have 80% attendance you tell me that's bad – why is that?

80% of the school year is equal to 39 days off. That's equal to 8 weeks or 240 lessons. That's a lot of missed learning. Children with low attendance often don't have weeks off at a time instead they have a few days off here and there.

We are constantly monitoring attendance and will contact you if we have concerns. If your child's attendance is good or outstanding we would like to say **well done and keep it up!** Throughout the year there are lots of prizes and rewards for good and outstanding attendance. For example the class with the best attendance gets a celebration tea party each term and there are also special prizes and rewards for children with 100% attendance for the term and the year.

Yours sincerely

Mrs Baker  
Deputy Head Teacher



## Some facts about School Attendance

90% attendance is like having a day off every two weeks.

Most children should routinely have attendance rates of 97% or more. This is the equivalent of 6 days absence a year. 100% is achieved by many pupils every year in both primary and secondary schools.

A two week holiday each year in primary school means a total of 14 weeks teaching time missed — this could have a real impact on your child's basic literacy and numeracy skills.

80% attendance is the same as having a day off every week.

Prolonged absence from school can lead to loneliness. It can make it harder for your child to get along with other children and make friends.

Our school attendance target is 96.5%. Last year we achieved our target of 96%