Date

Dear Parent/Carer

<Known\_As> <Surname> <Reg.\_Class>

Please find below information regarding <Known\_As>’s attendance for last term.

Attendance for October to December term

**<Attendance\_Percentage\_for\_Range> %**

Overall Attendance rate

**< Attendance\_Percentage\_for\_Year> %**

|  |  |  |
| --- | --- | --- |
| Traffic Light | Percentage | Comment |
| Gold | 95% and above | Meeting school attendance target. Local and National evidence shows that attendance in this range impacts positively on attainment and wellbeing. |
| Green | 90-95% | Local and National evidence shows that continued attendance in this range begins to impact the attainment and wellbeing of pupils. |
| Amber | 80-90% | Local and National evidence shows that continued attendance in this range can result in a drop in attainment and wellbeing for pupils. |
| Red | Below 80% | Attendance below 80% is a concern. Persistent, unexplained attendance at this level will require targeted support.  |

Parents/Carers, pupils and staff play a key role in supporting excellent attendance and punctuality. We understand there may be circumstances where it is not possible for pupils to attend school due to sickness or personal/family circumstances.

Thank you to all parents and carers who regularly update the school regarding absence. If your child is going to be absent, we would appreciate if you could contact the School Office with the reason for this on 01848332120, messages can be left on the answering machine outwith school hours.

We look forward to your support in highlighting the importance of attending school to your child. If you would like further information or support regarding your child’s attendance, please contact the relevant member of the Pupil Support team.

Yours sincerely

The Pupil Support Team