



13th December 2017

Dear Parents and Carers,

Attendance Record

Please find your child's attendance record on the reverse of this letter. The record shows your child's attendance percentage from September 2017 up to and including Friday 8th December 2017. We will send you this information at the end of each term to keep you updated.

Guide:

98 - 100%	Excellent Attendance
96 – 97%	Good Attendance
95%	National Expectation
90 – 94%	Poor Attendance
Below 90%	Very Poor Attendance Persistently Absent

As you will be aware we have a target of 96% attendance as a whole school and we offer incentives for children such as certificates and a point scheme towards a gift.

Please ensure your child is in school every single day and only book non-emergency medical or dental appointments before or after school or in the school holidays. Holidays in term time are not permitted and a fining system is in place.

Please ensure your child arrives on time to school every day. School is open at 8.30am for all children so that additional learning can take place. If your child is 10 minutes late every day this will mean 32 hours of lost learning per year!!

Thank you for your continued support,

Yours sincerely,

Mrs Donna Brown
Associate Executive Principal