## REVIEW OF PUPIL ATTENDANCE AUTUMN TERM 2016

Date: 14/12/16

## Dear

I am writing to to highlight concerns that we have about your child's level of attendance during this term.
As part of our Pupil Welfare procedures, we carry out a regular pupil attendance analysis. In accordance with government expectations and feedback from the Cornwall Education Welfare Officer, we are required to contact parents where a child's attendance has become a significant concern.

The average attendance for primary aged pupils in England and Wales is 96\%; this is now the DfE's expected level of attendance for children in primary schools.

Pupils only attend school for 190 days in any one school year which means that a pupil missing 20 days will fall into the category of Persistent Absentee as defined by the Department for Education (less than 90\% attendance). This is a serious level of absence.

The table below shows the attendance thresholds which we use to assess attendance.

| Attendance Grade Thresholds |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Gold | Silver | Bronze | Requires Improvement | Significant Concern | Persistent Absentee |
| $\begin{gathered} \text { Attendance } \\ \text { 100-98\% } \end{gathered}$ | Attendance 97-97.9\% | Attendance 95-97.9\% | Attendance 93.1-94.9\% | Attendance 90.1-93\% | Attendance Below $90 \%$ |
| 0-8\% of Broken Weeks* | $\begin{gathered} 9-11 \% \\ \text { Broken Weeks* } \end{gathered}$ | $\begin{gathered} 13-18 \% \\ \text { Broken Weeks* } \end{gathered}$ | 19-21\% <br> Broken Weeks* | $\begin{gathered} 22-24 \% \\ \text { Broken Weeks* } \end{gathered}$ | $25 \%$ or more Broken weeks* |
| The best chanc are much more | of success for likely to achiev attendance | your child. They well with good | This level of absence may well impact upon a pupils progress | Children have much less chance of succeeding or reaching their potential | A serious impact upon their education and chances of success. Parents liable to legal liable to legal action or fines. |

*A broken week is any incomplete week in a school year
The most recent review for your child showed the following attendance:

| Attendance Grades for |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Attendance Challenge Grade | Gold |  |  | Silver |  |  | Bronze |  |  |  | Requires Improvement |  |  |  | Significant Concern |  |  |  | Persistent Absentee |  |
| $\begin{gathered} \text { 2016-17 } \\ \text { Attendance \% } \end{gathered}$ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2016/17 <br> Broken Weeks |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Days missed in year to date | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 16 | 17 | 18 | 19 | 20 |
| The approximate cost of days missed this year (at $£ 30$ per day is) $£$ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

We fully appreciate that receiving this letter can be a shock for some parents. We want to reassure you that we are aware that there can be one or more genuine circumstances that have combined to contribute to this particular attendance rate, and for many pupils their attendance may well improve in the coming terms.

However, if for any reason their attendance does not improve I will have no choice but to make a referral to the Local Authority Education Welfare Officer who will then take the appropriate action to ensure that attendance improves.

We are always happy to offer whatever help or support we can, and I will be happy to arrange a meeting in order to discuss the attendance issues raised above should you wish to do so.

Thank you for your support in this matter.
Yours sincerely,

Martin Higgs
Headteacher

