

GREAT TORRINGTON SCHOOL

Headteacher: Andy Bloodworth BSc (Hons) NPQH

Calvesford Road, Great Torrington, Devon, EX38 7DJ **Tel:** (01805) 623531

Email: admin@gts.devon.sch.uk

«addressee»
«address_block»

«date_of_printing»

Tutor Group: «year_reg»

Ref: Stage 1

Dear «salutation»

STUDENT NAME: «chosen_forename» «chosen_surname»

We are concerned to note that «chosen_forename»'s attendance since the beginning of the academic year is «percentage_attendance»%.

The government has identified 93% or above as being the acceptable level of attendance for pupils to achieve their full potential at school. However, as a proactive, supportive school our own target is 95% and we would ask all parents and pupils to work with us to reach this. As you can see from the enclosed Registration Certificate, your child's attendance falls below this percentage.

How does your child compare?

Attendance during one school year	Equals this number of days absent	Which is approximately this many weeks absent	Which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons

We are aware that absences are generally explained but due to the change in the government's Persistent Absence criteria, we are obliged to advise you that this level of attendance needs to be raised with you.

«chosen_forename»'s tutor has recently discussed attendance with «him_her» to address any possible barriers to «his_her» attendance and to offer support and we do hope that with your help we can look forward to an improvement in this attendance figure in the future.

We will, of course, continue to offer every support to help your child within the school environment. However, if there is a problem concerning attendance and you wish to discuss it please do not hesitate to contact me here at the school.



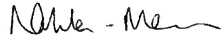
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Yours sincerely



Niki Miller-Marshall

Assistant Head - Pastoral Support and Behaviour for Learning

01805623531 Ext 335

nmillermarshall@gts.devon.sch.uk



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Tutor Group: «year_reg»

Dear «salutation»

«chosen_forename» «chosen_surname»
Supportive Attendance Meeting

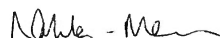
As you are aware, your child's attendance is below 90% and currently stands at «percentage_attendance»%. I attach the attendance certificate showing details of «chosen_forename»'s attendance so far this academic year. The government has identified 93% or above as being the acceptable level of attendance for pupils to achieve their full potential at school.

In order to support you and your child in improving «his_her» attendance I will hold a meeting with you on

This meeting is designed to address the barriers to attendance and find supportive measures that will help improve «chosen_forename»'s attendance at school.

If you are unable to make this appointment, please contact me to arrange a more convenient date/time.

Yours sincerely



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Tutor Group: «year_reg»

Dear «salutation»

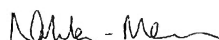
«chosen_forename» «chosen_surname»
Supportive Attendance Meeting

«chosen_forename»'s attendance currently stands at «percentage_attendance»%. The enclosed registration document shows details of «his_her» attendance so far this academic year. The government has identified 93% or above as being the acceptable level of attendance for pupils to achieve their full potential at school.

I'm sorry that you did not attend the previously arranged meeting designed to address the barriers to attendance and find supportive measures that will help improve «chosen_forename»'s attendance at school. Since that meeting was not attended, I have arranged for another meeting on at . If you are unable to make this appointment, please contact me to arrange a more convenient date/time.

If we do not hear from you or a further appointment is missed, we will seek to involve the Local Authority Attendance Improvement Team, who will contact you to offer guidance, advice and support to ensure good attendance in school.

Yours sincerely



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Tutor Group: «year_reg»

Dear «salutation»

«chosen_forename» «chosen_surname»

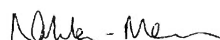
Failure To Attend Supportive Attendance Meeting

«chosen_forename»'s attendance currently stands at «percentage_attendance»%. The enclosed registration document shows full details of «his_her» attendance this academic year.

As the government has identified 93% or above as being the acceptable level of attendance for pupils to achieve their full potential at school, we recently invited you twice to meet with us in order to support you and your child in improving «his_her» attendance.

We are sorry that you did not attend either of these meetings as we were hoping to put a plan in place to support «chosen_forename» in improving «his_her» attendance through school support and Early Help if appropriate. We will now be referring this to the Local Authority Attendance Improvement Team.

Yours sincerely,



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Tutor Group:«year_reg»

Dear «salutation»

Attendance Review: «chosen_forename» «chosen_surname»


We are writing further to our previous meeting/telephone conversation regarding «chosen_forename»'s attendance and enclose a copy of the points discussed for your reference.

We are pleased to advise that since our meeting, «chosen_forename»'s attendance, which currently stands at «percentage_attendance»%, has shown an improvement.

We will continue to monitor attendance and hope that, with your support, attendance will continue to improve.

If you wish to discuss any aspect of «chosen_forename»'s attendance or feel any further support would be of assistance, please do not hesitate to contact your child's Head Of Learning.

Yours sincerely



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NCS CHAMPION SCHOOL



Artsmark
Gold Award
Awarded by Arts
Council England

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Dear «addressee»

Attendance Review: «chosen_forename» «chosen_surname»

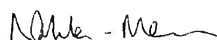
We are writing further to our previous meeting/telephone conversation regarding «chosen_forename»'s attendance.

Unfortunately, «chosen_forename»'s attendance, which currently stands at «percentage_attendance»%, has shown no improvement since our conversation despite the discussed planned actions. We attach a copy of these notes for your reference.

We will now closely monitor attendance for a further two weeks and if no improvement is made, you will receive our final attendance correspondence and your child's record will be referred to the Local Authority Attendance Improvement Team. You may then receive contact from this department who are there to offer guidance, advice and support to ensure good attendance in school.

If you wish to discuss any aspect of «chosen_forename»'s attendance or feel any further support would be of assistance, please do not hesitate to contact your child's Head Of Learning.

Yours sincerely



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NCS CHAMPION SCHOOL



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Tutor Group: «year_reg»

Ref: Stage 2

Dear «salutation»

STUDENT NAME: «chosen_forename» «chosen_surname»

We are concerned to note that «chosen_forename»'s attendance since our last letter has shown little or no improvement. Please find attached a copy of the Registration Certificate which will show a current figure of «percentage_attendance»%. We are aware that absences are generally explained but we are bound to draw your attention to the fact that this level of attendance is unacceptable unless there are very good reasons, for example, a genuine medical condition.

We will monitor «chosen_forename»'s attendance for a further two weeks and if «chosen_forename»'s attendance shows no improvement, your child's record will be referred to the Local Authority Attendance Improvement Team. You may then receive contact from this department who are there to offer guidance, advice and support to ensure good attendance in school.

We will, of course, continue to offer support to help «chosen_forename» within the school environment. However, if there is a problem concerning attendance and you wish to discuss it, please do not hesitate to contact me on the above number.

Yours sincerely



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