



We, at Welton, have a dream that our children will be proud, happy and confident; knowing that they are being nurtured, challenged and encouraged to ignite their own unique spark of genius, so that it catches fire and shines.

Date:

Dear

We understand that there are barriers to children attending school and we want to work with our families to identify and remove any barriers, as well as having a good understanding of any medical needs that affect regular attendance.

As part of this work, we will be communicating with our families more regularly about attendance, this will help us work together to improve attendance and secure the best possible outcomes for your child. We have written to you previously, highlighting that your child's attendance was at risk of slipping below 95%.

Currently, x's attendance is x%, please contact the school via the school office if you are aware of a barrier that is affecting your child's attendance. We will be pleased to work with you to remove this barrier.

If your child's attendance slips to 92%, we will be notifying you that medical evidence for absence is required and a period of monitoring will begin. If your child's attendance falls below 92% we will be contacting you to arrange to meet to offer support and stage 4 of the policy will begin.

Attendance percentages can be misleading. For some parents, 90% attendance may seem like an acceptable level of attendance. However, the reality is that 90% attendance is equivalent to missing half a day of school each week or 19 days of school during the school year. That is nearly four school weeks.

The table below shows the amount of lost learning a child may have by missing school.

100% attendance	Zero days missed
99% attendance	Two days of absence across the year
97% attendance	Five days of absence across the year
95% attendance	Nine days of absence across the year: one week and four days of learning missed.
90% attendance	Nineteen days of absence across the year; three weeks and four days of learning missed
85% attendance	Twenty-eight days of absence across the year: five weeks and three days of learning missed.
80% attendance	Thirty-eight days of absence across the year: seven weeks and 3 days of learning missed.
75% attendance	Forty-six days of absence across the year: nine weeks and one day of learning missed.

Kind regards,

Mrs N Pidgeon
Headteacher

Headteacher: Mrs N Pidgeon

School Business Manager: Mrs J Patrick

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