



Care Believe Achieve
Live life in all its fullness
 John 10:10

Lanercost C.E. Primary School
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Headteacher - Mrs A.H Wilkinson



Less than 95%

Dear **<Name of Parent>**,

As part of our ongoing commitment to supporting every child’s progress, we regularly monitor attendance to ensure they have the best chance to achieve their potential.

During our checks, we identify any child whose attendance causes us concern. When this happens, we reach out to parents to share our concerns and work together to improve attendance where needed.

We are writing to you regarding <Name of child>’s current level of attendance, as it has fallen below the level we would hope for.

We understand that <Name of child>’s attendance may be due to illness, but we just wanted to keep you informed about their current attendance percentage.

Attendance	<current attendance> %
Authorised Absence	<current AA> %
Unauthorised Absence	<current UA> %

The information below shows how attendance can affect your child’s future progression.

<p>Above 97%: Less than 6 days absence a year Excellent attendance! These young people will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.</p>
<p>95%: 10 days absence a year These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who are off for 3/4 days per term can only achieve 95% attendance.</p>
<p>90% and below: 19 days + absence a year The Government classes Young People in this group as “Persistent Absentees”, and it will be almost impossible to keep up with work. Parents of young people in this group could also face the possibility of legal action being taken by the Local Authority.</p>

If you have any queries or would like to talk to anyone about attendance, please do not hesitate to contact <named school person> on <telephone number>

Kindest regards,

Headteacher