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Headteacher: Mr G Bath
 Deputy Headteacher: Mr E Broyd
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Dear

Attendance Concern for XXXX

I am writing to you today regarding XXXX attendance. Since the beginning of the academic XXXX overall school attendance is X%.

Although in some situations, 90% is often deemed as acceptable, where school attendance is concerned this is definitely not the case as:

- 90% attendance is equal to half a school day missed every week
- 90% attendance over five years is equal to missing half a school year.

The table below shows the impact of whole days absent and lost learning hours in one school year:

	Attendance	Whole Days Absent	Lost Hours of Learning
Excellent	100% - 99%	0 – 2	0 – 10
Good	98 – 96%	4 – 7.5	20 – 37.5
Requires Improvement	95% - 91%	9.5 – 17	47.5 – 85
Persistent Absentee	90% - 86%	19 – 27	95 – 135
Critical	85% - 80%	28.5 – 38	142.5 - 190

We appreciate occasional absences do occur either for medical reasons, appointments that cannot be made outside of school hours, or unforeseen circumstances. In these cases, we may ask for evidence (e.g., appointment cards/letters) to reception.



"Together we love, together we hope, together we learn."



We also know this is a hard time, and some absences may be due to illness or other challenges like Covid-19 quarantine and where possible parents are getting early PCR tests done as promptly as possible to minimise absences.

After so much disruption to children's education over the past year, the most important thing is that the school and parents work together to get children back into school. The school is ready to listen so please contact us if you have any worries and we will try to help you.

If you would like to discuss any absences and how they have been recorded, please email the school office on office@st-josephs.org.uk .

It is parents' and carers' responsibility to inform schools of the reason for a child's absence as soon as possible and to provide further information as required. If your child is ill the school should be notified of the nature of the illness and, when this can be predicted, the date he/she is expected to return. We would like to thank and acknowledge our parents and carers who follow our attendance procedures – it is much appreciated.

If you would like to discuss any matters regarding this, please do not hesitate to contact us.

We would appreciate your support to make sure XXXX attendance improves and will work with you to offer support. We will continue to monitor the attendance situation.

Yours sincerely,

Mr G Bath
Headteacher