Executive Head Teacher: Nichola Allerston BA (Hons) (QTS), NPQH
Senior Teacher: Angela Page BA (Hons) (QTS)

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Welcomed, Valued, Supported

October 2026

Dear Parent/Carer

ATTENDANCE TRAFFIC LIGHT LETTER

Each half term we send out attendance letters to inform parents how well their child is attending school.

You will see the traffic light that your child achieved on the sheet that your child will bring home.

Gold Attendance (Above 97%)	Green Secure Attendance (Between 95-96.9%)	Orange Less than Secure Attendance (90-94.9%)	Persistent Absence (Less than 90%)
Outstanding attendance. Very well done!	**Excellent** attendance. Keep up the good work!	Attendance that falls **below secure**. Children at this level will be monitored on a termly basis to ensure they don't become persistently absent.	This is a level classed as **persistently absent** which is known to have a detrimental impact on learning. **Children at this level are monitored on a regular basis and services like Educational Welfare may become involved** (below 90%) We appreciate that there are many reasons why your child's attendance may be low including authorised absence and illness, however we have a duty to ensure attendance is as high as possible for each individual.

We know that good school attendance correlates directly with achievement and attainment. This is why we take attendance so seriously.

If your child has worse than secure attendance (orange or red) and you think there is something we can do to support you with this please let me know so we can help.

Finally, can I remind you that we are not able to authorise family holidays in term time so please avoid booking these. Unauthorised family holidays can lead to Fixed Penalty Notice fines which we would be keen to avoid.

Please don't hesitate to contact me if you have any queries regarding attendance.

Yours sincerely

Mrs Nichola Allerston
Executive Head Teacher