



Gorsemoor Primary School

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«addressee»
«address_block»

Dear «salutation»

«date_of_printing»

«forename» «chosen_surname» «reg»

We have been set new attendance targets by the Government which we must try to achieve. Our progress towards these targets will be reflected in any future OFSTED report.

Progress towards the target of 95.3% attendance cannot be made without your help and I know the vast majority of you are diligent in ensuring your child attends school.

We operate a colour coding system consisting of three bands. This will show you which band your «son_daughter» falls in.

«chosen_forename»'s current attendance is «percentage_attendance»%. We are also introducing termly rewards for children achieving 100% attendance.

Please continue to work with us to improve our attendance figures and to reach the target set for our school.

Attendance Colour Codes

95-100%

Well done, this is excellent!

If you are in the green group you have been absent for less than 2 weeks in the school year or you may have attended school every day.

91-94%

Be careful

If you are in the yellow group you could be missing up to 2 weeks of learning in the whole year.

Less than 90%

Persistent Absence Pupil

You are now a persistence absence pupil and are missing at least 4 weeks of learning in the school year.