



10th November 2017

Dear Parents/Carers,

Attendance

As a school our aim is to achieve an overall attendance of 96%, which will give every young person the best chance of achieving their full potential and in line with national attendance expectations.

As a school we are introducing a colour coded system to monitor children's attendance. (A copy of this is attached for your information.) Each child should strive to be in the green group. To ensure every family is fully aware of their child's current attendance percentage each term, we will send out a letter detailing which group your child is in. If your child is in the red or yellow group a copy of the attendance certificate will be included.

If concerns arise during the term regarding your child's attendance you will be contacted directly to offer support and advice.

Please be aware that a child who has an attendance rate of less than 90% will be considered a persistent absentee. As a school we consult with the Education Welfare Worker.

If you have any queries about the contents of this letter then please do not hesitate to contact me on 01543 421850 or pop into the school office.

Yours sincerley

Sally England

Attendance Officer

admin1@chadsmead.staffs.sch.uk



Colour Coded System

Green	95% – 100% Well Done. This is excellent.	If you are in the green group you have been absent for less than two weeks in the whole year or you may have attended school every day.
Yellow	90% – 94% Improvement Needed!	If you are in the yellow group you could be missing up to 4 weeks of learning in the whole year.
Red	Less than 90% Persistent Absence Pupil	You are now a Persistent Absence Pupil and are missing more than 4 weeks of learning in the school year.