



Holy Trinity Church of England Primary School

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To be the best we can be: for God, for others and for ourselves

Headteacher: Mrs Linda Thompson

21st January 2022

Autumn 2021 Attendance Report

Dear Parent/Carer of:

Your child's attendance for autumn term 2021 was %.

Your child is currently on **Red** (See box below for details).

Our current attendance target range for all children is 96%-100% and unfortunately your child is not currently meeting this target. Therefore, we are sending you this letter to bring this to your attention, as any child with below 90% attendance is considered by the Department for Education to be a **"persistent absentee"**.

We appreciate that there are a number of factors that can cause your child to be absent from school and some of these are unavoidable, such as COVID-19 and sickness. However, for persistent absentees, the school is expected to have plans in place to both support children and to improve their attendance.

We would like to offer you an opportunity to improve your child's attendance with support from the school. Therefore, we will contact you within the next few days to arrange a meeting, either in person or by telephone. Please note that this is a positive approach to encourage all our children to have good attendance.

If you would like an opportunity to discuss your child's attendance at any point in the year, please telephone 01704 538366 to arrange an appointment with Mrs Thompson (Headteacher) or Mrs Rankin (Learning Mentor).

Kind Regards,

Mrs Thompson

Attendance	Description	Approx. days lost per year
97% - 100%	Meeting our school target	Up to 5 days of lost learning
90% - 96.9%	Below our school target	Between 6 and 19 days of lost learning
Less than 90%	Significantly below our school target Serious impact on education and learning This is classed as 'Persistent Absence'	20 or more days of lost learning