

Ref. <STUDENT NAME>

## Student Attendance; Percentage

Dear <ParentalSalutation>

At Drayton Manor we monitor attendance and punctuality very closely and are alerted as soon as a student's attendance falls below 96%. Our aim is to have as many students achieving 100% attendance as possible.

I am writing to inform you that <NAME'S> attendance record this year to date is <PERCENTAGE ATTENDANCE>.

It is imperative that students do not miss any days from school because absence will affect their attainment in the future. It is also essential that students and families share our ambition for 100% attendance going forward.

If you are concerned about sending children to school when they feel unwell, please send them in and we will assess them. Most students complete school days without concern once they are in school and engaged in learning.

In line with government guidelines, students should still attend Drayton Manor if they have minor ailments including the following:

- Sore throat
- Tummy ache
- Headache
- Mild injury with which they could still learn in a classroom

Medical appointments should be booked out of school hours where possible. If this is not possible, we expect students to attend school around the appointment; students should not miss multiple lessons due to one appointment in the day.

All absences must be reported through PS connect, the school's communication app (see attached letter)

If there are any underlying reasons why <NAME> does not want to attend school or if you would like to discuss this letter further, please do not hesitate to contact the attendance team on the above email address.

I hope to see <NAME'S> attendance at school improve over the next four weeks by attending Drayton Manor every day. If <NAME> has a day off during this period, the Head of Year will provide intervention.

Yours sincerely

[NAME of Head of Year]  
Head of [Year group]