

Ref. <STUDENT NAME>

Attendance concern; attendance follow up

Dear <ParentalSalutation>

Following the *Student Attendance Percentage* letter sent to you on <date letter sent>, I am concerned to report that <Name> has missed further days off school. The attendance figure is now <attendance percentage>.

The Department for Education (DFE) recommends a minimum attendance of 96%. This considers an average level for illness or other justifiable reasons for absence. Once a child's attendance falls below 90% they are automatically defined as a *Persistent Absentee*, and as such, the School and the Local Authority are required to monitor the situation closely.

Attendance	Impact
96% +	Statistically the most likely to gain the highest average grade in final exams; these students miss few lessons and learn with great consistency.
90%-95%	30% chance of gaining the national average at exam level. Gaps can appear in learning caused by having up to six months off over 5 years.
80%-90% categorised as 'persistent absentee'	Missing this much learning time (up to a year of school over 5 years) causes significant gaps in learning. Students rarely achieve a set of GCSEs in line with the national average.
Under 80%	4% chance of gaining the national average at exam level.

As illness is claimed as the biggest reason for student absence, please be reminded that we require formal verification for all absence. This could be:

- a letter from your GP
- a copy of a prescription.

If <Name> is unwell but you are not planning to take <him/her> to the GP, you must send <him/her> to school where our welfare staff will be happy to see them at the start of the school day to assess their fitness to attend and to monitor them in school as necessary.

Only the school can authorise absence. If proof from a GP or prescription is not provided, absence might not be authorised. Please be aware that unauthorised absence can form the basis of a prosecution.

If <NAME's> attendance does not improve over the next four weeks, you will be invited to attend a formal meeting with the Head of Year and a member of our attendance team to sign an Attendance Contract for your child.

If you would like to discuss this matter further, please contact the attendance team on studentabsence@draytonmanorhighschool.co.uk to arrange a telephone call.

Yours sincerely

Ms Opie

Associate Assistant Headteacher