



Vigo Lane, Rickleton, Washington, Tyne & Wear. NE38 9EZ  
Telephone: 0191 415 5050  
Headteacher: J Price  
Email: info@rickletonprimary.co.uk www.rickletonprimary.co.uk

Date

Parents name and address

**Name:**

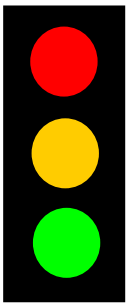
**Class:**

**Initial Attendance Concerns**

**Attendance Period:**

Dear xxxx,

As you are aware Rickleton Primary School uses the traffic light initiative to monitor the attendance of pupils, enabling time for support and improvement. As part of our commitment to improving the attainment and wellbeing of our pupils we formally monitor attendance to identify any pupil whose attendance causes concern. We then issue a first letter to register our concern with parents/carers.



Red – **89% or below**

Amber – **90% - 96%**

Green Zone – **97% and Above**

During this routine monitoring of attendance, we have noticed that (name of child) attendance is currently xx%. This is below the expected level of attendance. From September 2022, schools and local authorities must follow attendance guidance issued by the DfE.

At Rickleton Primary School we value and reward good attendance as research shows that your child is more likely to achieve their academic attainment and maintain good wellbeing if they have a good attendance record. The information below illustrates the impact that poor attendance can have on your child's educational success.

<b>Above 97%: Less than 6 days absence a year</b> Pupils in this group will almost certainly achieve the best they can leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.
<b>95%: 10 days absence a year</b> Pupils in this group are likely to achieve the best they can and form a habit of attending school regularly. Pupils who take a 10-day holiday during term time every year can only ever achieve 95% attendance.
<b>92%: 15 days absence a year</b> Pupils in this group are missing three weeks of school per year; it will be difficult for them to achieve their best. The school may consider referring pupils with this level of attendance to the Local Authority.
<b>90%: 19 days absence a year</b> The Government classes pupils in this group as "Persistent Absentees" and it will be almost impossible for them to keep up with work. Parents of pupils in this group could also face the possibility of legal action being taken by the Local Authority.

Please ensure that over the coming weeks your child's attendance improves to meet the minimum expected level of 97%.

We can support you and your child around any attendance issues you may have therefore please do not hesitate to contact school on 01914155050 or our parent support worker, André Sowerby on 07717392658.

Thank you for your cooperation and support with this matter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jan Price', written in a cursive style.

Mrs J Price  
Headteacher