

Dear Parent/Carer,

re: **Red, Amber, Green Attendance Letters**

At Swanlea School, we follow a traffic light system for our attendance. This letter explains the difference between the **Red/Amber/Green** attendance letters with regard to your child's attendance so far this academic year.

At the end of each Half Term you will receive one of the following letters (which will be brought home by your child):

- **GREEN** letter, this means that your child has attendance which is on or above 96% and they are on target.
- **AMBER** letter, this means that your child's attendance is below 96% but above 90%. It may be that these absences have been due to illness, however it is important to make you aware that your child's attendance requires a little more improvement to reach the expected level.
- **RED** letter, this means that your child's attendance falls below 90% and your child is deemed as a persistent absentee. The absence from school is significant and as a result your child is at risk of underachieving. We would ask for your support in ensuring that, where possible, attendance improves over the coming weeks. Your child's attendance will now be monitored on a regular basis.

If, following a red letter, your child's attendance does not improve, we will contact you again in order to discuss the situation further and may require you to attend a meeting in school with the Attendance Officer, a member of the senior leadership team and the school's Attendance & Welfare Advisor. I am asking for the support of all parents in improving attendance levels as I believe that this is one of the main ways in which our children will be happy at school and achieve their full potential.

We understand that occasionally your child may be too unwell to come into school. If this is the case, then you will need to call the school/email and inform us of the reason for your child's absence, stating their name and class. They will then receive an 'ill' absence mark on the register. This means that although the absence is authorised, it is still counted as an absence and will reflect on their attendance percentage.

Good attendance is very important to ensure that students are given as much opportunity as possible to develop academically and socially. When students are absent from school, they often find it difficult to catch up on the work they have missed and can feel unsettled by this.

The following table will show you how even a few days of absence from school can negatively impact on children's learning time.





Swanlea School
Respect | Aspire | Achieve



Descriptor	Threshold Attendance	Actual Attendance	Whole Days Absent	Learning Hours Lost
Excellent	100%	190 days	0	0
	99%	188 days	2	10
Good	98%	186 days	4	20
	97%	184 days	6	30
	96%	182.5 days	7.5	37.5
Cause for concern	95%	180.5 days	9.5	47.5
	94%	179 days	11	55
	93%	177 days	13	65
	92%	175 days	15	75
	91%	173 days	17	85
Unsatisfactory	90%	171 days	19	95
	89%	169 days	21	105
	88%	167 days	23	115
	87%	165 days	25	125
Serious Cause for Concern	86%	163 days	27	135
Critical	85%	161.5 days	28.5	142.5
	84%	159.5 days	30.5	152.5
	83%	158 days	32	160
	82%	156 days	34	170
	81%	154 days	36	180
	80%	152 days	38	190

If you require any further clarity or have any questions, please do not hesitate to contact the school.

Yours faithfully,

Kabir Miah
Deputy Headteacher



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