Dear Parents/Carers

As you are aware attendance is really important to us at Wallsend Jubilee Primary School. Before the holidays you will have received a leaflet explaining the schools policy on attendance and how good attendance helps improve outcomes for your children.

Next week you will all receive a letter informing you of your child’s attendance throughout the autumn term. The attendance will be categorised into green, amber and red. If your child receives a green letter their attendance is excellent and on track to be at or above our school target of 95% and over for the school year 2017-18.

If you receive an amber letter your child’s attendance has dropped below 93%. We will then track your child’s attendance over the next four weeks hopefully seeing an improvement.

If you receive a red letter your child’s attendance has fallen below 80% and you will be invited in to meet with myself or a member of the Senior Leadership team to discuss ways of improving attendance. I stress that this meeting is a supportive discussion about how we can improve your child’s attendance and an opportunity for us to discuss the reasons why absence has fallen into the red zone. This process is about a positive partnership between home and school and will be conducted in a supportive professional manner.

If you have any questions regarding this policy or the letters you receive please do not hesitate to contact me at school.

Yours sincerely

Mr D Harrison