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Dear Parent/Carer

I am writing to inform you that Abbey Woods Academy is launching a new attendance initiative. We have revised our procedures and will be working with parents and carers and the local authority to improve attendance and punctuality.

Research shows regular attendance and good punctuality are crucial factors in pupils achieving their full potential. Abbey Woods Academy is committed to providing a full and efficient education to all and encouraging our children to strive for excellence. Therefore, for a pupil to reach their full educational achievement, a high level of attendance is essential.

We wish to work in partnership with parents and carers and so are seeking your full support in ensuring that your child attends school every day and on time. We are always committed to working together with parents/carers in resolving any difficulties, but we are equally committed to improving attendance levels at Abbey Woods School.

The target attendance figure for all pupils is **100%**.

To support you we will:

- Contact you when your child's attendance drops to 97%.
- Send a letter home if attendance drops to 95% highlighting the next steps.
- Invite you to attend a meeting at 92% to discuss strategies to support.





**Absences related to Covid-19 including self-isolating, are not included in your child's attendance figures.**

We will be using the groups identified below as a guide.

<b>Green Group</b>	<b>No Concern</b> The child attends between 97.3% - 100% of the time
<b>Yellow Group</b>	<b>Concern</b> The child attends between 96.2% - 97.2% of the time
<b>Amber Group</b>	<b>Risk of Underachievement</b> The child attends between 95% - 96.1% of the time
<b>Pink Group</b>	<b>Severe Risk of Underachievement</b> The child attends between 95% - 94.9% of the time
<b>Red Group</b>	<b>Extreme Concern</b> The child attends less than 89.9% of the time.

Yours sincerely

Mrs Sophie Charter  
Headteacher