

MARISH ACADEMY TRUST

MARISH PRIMARY SCHOOL

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WILLOW PRIMARY SCHOOL

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Executive Headteacher: Mrs H G Denham B.A., M.Ed. Headteacher: Miss A Court B.A., NPQH

Deputy Headteachers: Mrs L Howe, Mr D Sinclair, Mrs N Gentles, Miss E Dowe, Mrs S Quadir



Dear Parents/Carers,

We hope you have had a restful half term week. We would like to share with you more information about our attendance monitoring procedures. We work very closely with the Local Authority and have an attendance target set by them each year which is **96%**.

We have been using a "Traffic Light" system of monitoring our children's attendance across the Marish Academy Trust. This allows us not only to highlight good attendance in both Marish and Willow schools, but it also helps us with identifying quickly any attendance concerns.

Good attendance is very important for your child to make most of the opportunities available to them in school both academically and socially. When children are absent from school they often find it difficult to catch up on the work they have missed and can also feel unsettled.

Marish Academy Trust Traffic Light System explained – Leaflet also attached

At the end of every half term your child will be bringing home one of the following:

1. **A 100% Attendance Certificate:** this means that your child has achieved 100% attendance which should be celebrated – a big THANK YOU and a huge CONGRATULATIONS!
2. **A GREEN attendance letter for 96% attendance and above:** this means that your child's attendance is at **or above the expected level of 96%** – well done and keep up the good work!
3. **An AMBER attendance letter for 92% - 95.9% attendance:** this means that whilst your child's attendance is not a cause of concern yet, it is **below** the expected **96%**. and had an **above average absence**. These absences may have been due to illness, but we feel you should be aware that your child's attendance this needs to improve over the next half term.
4. **A RED attendance letter for 91.9% attendance and below:** this means that your child has had a **significant amount of time off school** this year and is at **great risk of underachieving** as a result. In this case, we would ask for your support and work with you to ensure that your child's attendance improves rapidly over the next few weeks. To achieve this, we will be monitoring your child's attendance very closely and you will also be invited to an attendance meeting.

We are asking for the support of all our parents and carers in improving attendance levels as we believe this is one of the main ways in which our children will be happy at school, form good relationships with their peers and achieve their full potential.

Your Sincerely,

Marsh Academy Trust Attendance Team

Mrs L. Howe, Mrs. A. Da'Ud, Mrs S Adams, Mrs J. Devitt.



The Marish Academy Trust is a charitable company limited by guarantee registered in England and Wales (registered number 08073873)
Registered office: Marish Primary School, Swabey Road, Langley, SL3 8NZ.

"WORK TO BE OUTSTANDING. DESERVE TO BE OUTSTANDING. WILL BE OUTSTANDING!"