

# Sandbrook Primary School

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## ATTENDANCE PASSPORT SYSTEM

Dear

As you know one of the development points in this year's Ofsted inspection was to improve our overall school's attendance as 'too many pupils are regularly absent from school and parents do not always support the school in promoting high rates of attendance.'

The government's expectation is that **all** children have a cumulative attendance of **above 95%**. We have therefore set the target that all children should have a cumulative (yearly) attendance of 97% and this is what we call green attendance. Unfortunately, your child's attendance is currently below 94% which means that they have red attendance. Please see their attached registration certificate. Although your child does not fall into the 'persistently absent' category of having an attendance of below 90%, their attendance percentage means that immediate action is needed to improve it.

In order to support you and your child to improve their attendance, they will now be put on our 'Attendance Passport Scheme,' and will be provided with a weekly attendance passport that will need to be stamped by me every morning. They will then take their passport back to their class teacher and begin their morning learning. On Friday afternoons your child will bring their passport back to me and I will update their weekly attendance percentage, yearly attendance percentage and decide if they need to remain on the scheme for the following week. I sincerely hope that this new system will allow us to work together to ensure that your child's cumulative attendance becomes green as quickly as possible. It will also allow me to identify any further support that your child might need.

This attendance passport scheme has been very successful in other schools across the country and I am certain that with your support we can prove that parents at Sandbrook Primary School do support the school in promoting high rates of attendance.

Kind Regards,

Mr Mervyn, Deputy Headteacher

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