

Dear Parent/Carer,

As part of our commitment to supporting your child's academic and social development, we provide attendance reports three times each academic year. These reports are designed to keep you informed of your child's current attendance level and highlight any areas of concern.

Nationally, the minimum expected attendance rate for primary-aged pupils is 96%. Consistent attendance is vital to ensure children have the best possible opportunity to thrive both academically and socially. Absences from school can make it challenging for children to catch up with missed learning and may result in feelings of uncertainty or disruption.

At the end of each term, your child's attendance will be communicated via a coloured letter as part of our traffic light system:

-  **Green Letter** – Your child's attendance is on or above 95%, which is within the expected range.
-  **Amber Letter** – Your child's attendance is below 95% but above 90%, indicating attendance is below expectations. While this may be due to illness or other circumstances, we wish to bring it to your attention so that appropriate steps can be taken to improve attendance.
-  **Red Letter** – Your child's attendance has fallen below 90%, which is considered significantly low. This level of absence places your child at risk of underachievement, and we seek your cooperation in supporting improved attendance over the coming weeks. Your child's attendance will now be monitored regularly.

If attendance does not improve following a red-letter notification, we will contact you to discuss the matter further. This may include inviting you to a meeting at the school with a member of the Attendance Team and the Local Authority or Cluster's Attendance Improvement Officer.

We ask for your continued support in promoting good attendance, which we believe is instrumental in ensuring children are happy, settled, and able to reach their full potential during their time at Beechwood Primary School. Should you have any questions or concerns regarding your child's attendance, the Attendance Officer will be available to speak with you during Parents' Evening.

Yours sincerely,

Attendance Team
Beechwood Primary School

