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29th September 2025

Important Update: Attendance Monitoring Update

Dear Parents/Carers,

As part of our ongoing efforts to improve attendance and outcomes for students, we are introducing a 4 stage monitoring process, which is intended to improve attendance across our school.

Attending school is a crucial foundation for a child's future success and personal development. Each day spent in the classroom offers invaluable opportunities for learning, growth and socialisation that are all essential for academic achievement and wellbeing. As you will already be aware, we expect consistent and punctual attendance as this fosters a sense of routine and responsibility that are vital skills for both academic and personal life, both now and in the future.

Stage 1	Students who have an attendance percentage below the school's attendance threshold (95%). An initial concern letter will be sent to remind parent/carer of the importance of good attendance.
Stage 2	Students that continue to have an attendance percentage below the school's set attendance threshold and have further absences from school, parents will be sent an ongoing concern letter along with a parent survey requesting more information to be provided regarding school absence.
Stage 3	Students that continue to show little, or no improvement, continue to have absences from school and where attendance has not reached the school's set attendance threshold. A serious concern letter will be sent to parents/carers advising that the student will commence a 4 week monitoring period. During this period 100% attendance is required unless medical evidence can be provided.
Stage 4	Where a student has unauthorised absences during the 4 week monitoring period, they will be considered for referral to the Local Authority Attendance Team. Parent/carer will be notified of this decision.

We are asking for your support, you can help us by:

- Encouraging your child to attend school every day and be punctual.
- Reporting any absence prior to 9:30am including the reason for absence.
- Informing school, confidentially, of any changes or circumstance that may affect your child.
- Supporting your child and the school by attending parent's meetings and taking an interest in your child's schoolwork.
- Taking holidays outside of term time. Headteachers are no longer able to grant leave of absence during term time unless there are exceptional circumstances.

We want to support your child to reach their potential and we would like to remind you that you can arrange to speak to school about any concerns or support that you may need, at any time. If you have any queries or need support, please email Mrs Taylor on:
anne.taylor@hallgreenprimary.co.uk

We believe that our new attendance processes will support our students and ensure that every child has the opportunity to succeed academically. Thank you for your continued support and we look forward to working together to improve outcomes for all our students.

Should you have any questions or require any further assistance, please do not hesitate to contact us on 0121 588 2080

Yours sincerely,
Mrs Taylor
Safeguarding and Attendance Officer