



The Drive Community Primary School

Mrs R Farren, Head Teacher
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2nd October 2023

Dear Parent / Guardian,

I am writing to inform you that The Drive Community Primary School is introducing a 4-stage monitoring process, which is intended to raise pupil attendance levels.

Having a good education will help to give your child the best possible start in life and as you will already be aware; we expect regular and punctual attendance at this school. It is recognised that poor school attendance limits educational achievement and the future progress of young people.

The 4-stage monitoring process is being used to indicate the level of your child's school attendance:

Stage 1 – Pupils who have an attendance of 96% or below. A letter will be sent out reminding parent/carer of the importance of good attendance. This does not mean you will receive a further letter; this is just a reminder.

Stage 2 – Pupils continue to have attendance of 96% or below and have made no improvement. A letter will be sent home with a parent survey requesting more information to be provided regarding school absence and an attendance meeting will be arranged.

Stage 3 – Pupils continue to show little, or no improvement and attendance has not reached 97% or above. A letter will be sent home advising that the pupil is now on a 6-week monitoring period. During this period 100% attendance is required unless medical evidence can be provided.

Stage 4 – Pupils who have not passed the 6-week monitoring period will now be considered for referral to the local authority.

Our goal is for all pupils to meet a target of 97% to 100% attendance.

We are asking for the co-operation of parents. You can help us by:

- Encouraging your child to attend school punctually. Remember, late arrival after registration (08.55am), they do not get their morning mark.
- Telephoning on the day of an absence and providing information to explain the absence on your child's return to school.
- Informing us of any changes or circumstances at home which may affect your child. Any such information will, of course, be kept in the strictest confidence.
- Supporting your child and the school by attending parent's meetings and taking an interest in your child's schoolwork.
- Leave of Absence in Term Time. Head Teachers are no longer able to grant leave of absence during term time unless there are exceptional circumstances.

I hope you will support the school in this matter. If you have any queries, please do not hesitate to contact me.

Yours sincerely,

Mrs R Farren
Headteacher



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