



Friday 10th February 2023

Dear Parent/Carer

SPRING HALF TERM ATTENDANCE STATEMENT

At Riverside Bridge School we are aiming for a target figure of 95% attendance, although we use the national expectation figure of 90% for recognising 'persistent absentees'. Please see attached for your child's attendance record.

Percentage	Comment
95% and above	Congratulations, your child has attained a strong attendance level. Please keep up the good work.
95% - 90%	Your child is between 95% and 90%. We understand this may be due to a couple of days of sickness absence. We hope their attendance picks up. You may be contacted by the Attendance Officer asking for evidence of any future absences.
Below 90%	Your child's attendance is below the 90% threshold. Unless a rapid improvement is made you will be invited to meet with the Deputy Headteacher and the Partnership Learning Attendance Officer to discuss attendance.

Please be aware that we monitor attendance regularly and will make contact with you at any point if we feel that your child's attendance pattern needs to be looked into for any reason, this may include regular high level of late marks.

If your child has an N mark on the register, this means that we have not yet received a reason for your child's absence. We would be grateful if you could notify us by providing evidence of your child's absence on this date.

Please note that all appointments which will cause your child to miss any education time, evidence of the appointment must be provided in advance. If your child is unwell please notify the office by 9:30am the latest with the reason for absence, then complete the slip in the diary.

Yours Sincerely

Mrs K Cerri

Headteacher