



**Executive Head Teacher:** Andrew Smith B.Ed (Hons), M.Sc, NPQH  
**Head of School:** Nichola Allerston BA (QTS), NPQH

**Market Rasen Church of England Primary School (VC)**

Mill Road, Market Rasen, Lincolnshire, LN8 3BL

T: 01673 842395 F: 01673 843866 E: enquiries@marketrasen.lincs.sch.uk  
 www.marketrasen.lincs.sch.uk

**Learning Together for Life**

**ATTENDANCE TRAFFIC LIGHT LETTER**

May 2018

Dear Parent

The school **Ensuring Excellent Attendance Policy** requires us to send letters to parents to inform them of their child’s attendance in school. The reason for this is that we know that children with better attendance in school make more progress and are more likely to fulfil their potential.

**You will see the traffic light that your child achieved on the sheet that your child will bring home.** The key below tells you that this means:

Gold Attendance (Above 97%)	Green Secure Attendance (Between 95-96.9%)	Orange Less than Secure Attendance (90-94%)	Persistent Absence (Less than 90%)
Outstanding attendance. Very well done!	Excellent attendance. Keep up the good work!	Attendance that falls below secure. Children at this level will be monitored on a termly basis to ensure they don’t become persistently absent.	This is a level classed as persistently absent which is known to have a detrimental impact on learning. <b>Children at this level are monitored on a regular basis and services like Educational Welfare may become involved.</b>  We appreciate that there are many reasons why your child’s attendance may be low including authorised absence and illness, however we have a duty to ensure attendance is as high as possible for each individual.

Please don’t hesitate to contact me if you have any queries regarding attendance.

Yours sincerely

Andrew Smith  
 Executive Headteacher

**Our Key Values: Caring, Honesty, Commitment to Achieve, Fairness, Co-operation, Respect**



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