

## LETTER 1

Dear Mr and Mrs

I am writing to share our concerns with you regarding.....'s current attendance at this point in the Academic year. A registration certificate is enclosed for your information.

With effect from September 2015, the Persistent Absence threshold increased to 90% (previously 85%). This will mean that any pupil whose attendance is lower than 90%, at any point in the school year, will be classed as Persistently Absent.

The table below shows the impact of whole days absent and lost learning hours in **one school year**.

<b>Descriptor</b>	<b>Attendance</b>	<b>Days Absent</b>	<b>Lost Hours of Learning</b>
Excellent	100% - 99%	Up to 2	Up to 10
Good	98% - 96%	Up to 8	Up to 40
Requires improvement	95% - 91%	Up to 18	Up to 90
Persistent Absentee	90% - 86%	Up to 28	Up to 140
Critical	85% or less	Up to 38	Up to 190

The Department for Education say there is clear evidence of a link between poor attendance at school and low levels of achievement.

Oakfield Academy is committed to ensuring the best possible outcomes for our pupils. Therefore I would ask that you consider this information and address these concerns by ensuring full attendance at school.

Please do not hesitate to contact me if you require any support with this.

Yours Sincerely

Head of Year