



Dear Parent/Carer

At the start of a new school year, we wish to remind you of the importance of all pupils benefiting from regular school attendance. We wish to work closely together with all parents to ensure that every child is successful through continuity of learning and consequently able to achieve their full potential at our school.

A key part of our attendance strategy is to effectively monitor and address patterns of school attendance through our Torfaen ‘Traffic Light’ Attendance scheme. You will be receiving a letter informing you of their ‘Attendance Zone’ at the end of each school half term and the table below explains the 3 different categories of attendance :-

Zones	Attendance Thresholds
Green	Attendance of 95% or above
Amber	Attendance between 90% and below 95%
Red	Attendance below 90%

There is also a leaflet on school attendance and the Torfaen ‘Traffic Light’ scheme enclosed with this letter.

Any absence affects a child’s progress in school and regular absence will seriously impact on your child’s potential to achieve and the rewards for good attendance are clear. Pupils are more likely to enjoy school, achieve better results and increase their chances in life.

If you have any concerns regarding your child’s attendance or progress at school, then please do not hesitate to contact the school for further advice and support. Thank you.

Yours sincerely

Head Teacher