



The Petersfield School
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Attendance at School

Dear Parent/Guardian

At The Petersfield School we believe that excellent attendance is a vital ingredient for academic success. We recognise that one of the main causes of absences is illness and we would not expect your child to attend school if they were genuinely unwell. What we do ask is that you do not keep your child at home unless you are confident that they are too unwell to attend. Pupils with a prolonged pattern of poor attendance may be asked to provide medical evidence for their absence and may also be referred to the Educational Welfare Officer.

I will be sending out letters to parents informing them of their child's attendance. The letters will be sent out each term and will be colour coded, based on your child's attendance.

The codes are as follows:

Red	Unacceptably low	Attendance 85% and below
Amber	Cause for concern	Attendance between 85.01% and 94.99%
Green	Satisfactory/Excellent	Attendance between 95% - 100%

Parents can help by making sure that their child attends regularly and punctually. Family holidays, dental and medical appointments should be made where possible after school or during the school holidays.

If you wish to discuss your child's attendance, please contact the Attendance Officer, Mrs Lodge on 01730 234627 or plodge@petersfieldschool.com

Yours sincerely

Mrs P Lodge
Attendance Officer

The Performing School
Headteacher Mr N C Poole FRSA

