



**Burston and Tivetshall  
Community Partnership**

**Executive Headteacher: Carol Green**



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Dear Parent,

20<sup>th</sup> July 2018

Please find enclosed your child's attendance record from September 6<sup>th</sup> 2017 until July 13<sup>th</sup> 2018.

This information is also viewed by Sapientia Education Trust's Attendance Improvement Officer (AIO) whose role is to identify persistent absenteeism. The AIO supports schools and parents to improve low attendance using legal recourse if necessary.

**Fortunately, thanks to your support, most of our pupils have good or outstanding attendance.**

When we look at attendance we also consider the nature of absences; odd days off and any emerging patterns will be flagged up regardless of the actual number of sessions missed.

We would regard 95% and above as an acceptable level.  
The table below gives some additional information for you to consider.

NUMBER OF DAYS ABSENT FROM SCHOOL = each day is 2 sessions	CHILD'S ATTENDANCE AT THE END OF THE YEAR
If your child has 1 day off school during the year...	...their attendance will be 99.5%
If your child has 2 days off school during the year...	...their attendance will be 99%
If your child has 5 days off school during the year...	...their attendance will be 97.4%
If your child has 10 days off school during the year...	...their attendance will be 95%
If your child has 20 days off during the year....	...their attendance will be 90% AND School will now regularly monitor attendance on a regular basis. Letters will be sent home.
	... their attendance will be below 90% and school will now be working with the AIO.
	This may lead to sanctions, court and penalties against the parents.
More than 20 days off during the year....	

Yours sincerely,

Carol Green  
Executive Headteacher

Burston and Tivetshall C P schools are a member of Sapientia Education Trust, a charitable company limited by guarantee in England and Wales, company number 7466353.