Parent Salutation

Address

Date

Dear

Re: Form:

At Bluecoat Wollaton, Attendance and punctuality are always a key priority for us as and we appreciate your continued support in this important matter. We know that the more students attend the better the outcome in their overall education, the more they enjoy school and thrive.

At Bluecoat Wollaton we have an expectation of 100% attendance for every student.

**At present <Forename>’s attendance stands at …% which is fantastic and we would appreciate your support in ensuring <Forename> continues with this excellent trend for the remainder of the year.**

Each week that <Forename> has 100% attendance and/or no lates <he/she> receives a positive point. These points can be banked at the end of a term (along with all their other positive points) to go towards various rewards throughout the year and too access the Summer Festival at the end of the academic year.

Using Go4Schools is an excellent way in which to look at <Forename>’s attendance and punctuality, <his/her> data levels for each of <his/her> subjects and the number of positive and negative points <he/she> has accrued. We encourage all our parents/carers to use Go4Schools as it is an excellent tool in which to keep up to date with their child’s academic life.

We do appreciate your support and can clearly see the direct benefits that good attendance and punctuality have on <Forename>’s academic progress.

Keep up the good work <Forename>, well done!

Yours sincerely,

Miss Smith

Office Administrator- Attendance