



Headteacher: Mrs D Tregellas B.Ed  
Assistant Headteachers: Mrs S Parekh & Mr N Cooper  
Penwinnick Road, St Austell, Cornwall. PL25 5DS  
T: 01726 74550  
E: secretary@pondhu.cornwall.sch.uk  
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*Name and address*

*Date*

Dear ....*name*....

As part of our commitment to improving the attainment of our pupils we monitor attendance on a regular basis and identify any pupil who has attendance below 95%.

We are writing to you to make you aware that .....*name*'s current level of attendance is

Overall School Attendance from beginning of current Academic Year	
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The information overleaf shows how attendance can affect your child's future progress and the impact absence can have on their success at school.

**Please note: Attendance of less than 90% is classed as 'Persistent Absence' and you could face the possibility of legal action being taken by the Local Authority.**

If you have any queries or would like to talk to anyone about attendance please do not hesitate to contact me.

Yours sincerely,

Claire Hollebon  
**Parent Support Advisor**





**Pondhu**  
Primary School

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**Above 97%: Less than 6 days absence a year**

Excellent attendance! These pupils will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also into the habit of attending school which will help in the future.

**95%: 10 days absence a year**

These pupils are likely to get good grades and form a habit of attending school regularly. Pupils who take a 2 week holiday every year can only achieve 95% attendance.

**90%: 19 days absence a year**

Pupils in this group are missing a month of school per year; it will be difficult for them to achieve their best. Attendance of less than 90% is classed as 'Persistent Absence' and are flagged up in meetings with our Education Welfare Officer. Parents in this group could also face the possibility of legal action being taken by the Local Authority.

**85%: 29 days absence a year**

Pupils in this group are missing six weeks of school per year; it will be very difficult for them to keep up with work and they are unlikely to do their best.

**80%: 38 days absence a year**

These pupils are missing almost 8 weeks of school and it will be extremely difficult to keep up with work.