



Shadwell Primary School
Main street
Shadwell
Leeds
LS17 8JF



Tel: 0113 2732729
Fax: 0113 2329153

www.shadwell.leeds.sch.uk

Parent/Carer of «forename» «surname»
Class «reg»

Dear Parent/Carers,

Please find below, in accordance with the Bramham Shadwell Federation Attendance Policy, your child's attendance figures from *Date to Date*.

«forename» «surname» has achieved «percentage_attendance»%.

GREEN	-	Excellent attendance	97% and above
AMBER	-	Borderline Attendance	94% to 96.9%
RED	-	Poor Attendance	93.9% and below

Congratulations to all those children who have reached the national requirement of 97%.

As a school we understand that every child has individual needs and that attendance can be affected by many factors. If your child's attendance is below the national requirement you may be asked to attend school to meet with the attendance team to discuss how we can help.

Sometimes your child may need to stay at home, and on these occasions it is important you contact the School Absence Line by ringing **01132732729 option 1** or leaving a message through the Parentmail absence menu, stating your child's name, class, reason for absence and expected day of return.

We would encourage all families to read the Federation Attendance Policy (available online) and if they have any questions about their child's attendance they should contact the school office.

Thank you

Mrs S Richards

Executive Head Teacher
Bramham Shadwell Federation
'Excellence for All'



Bramham Shadwell Federation
Tel: 0113 2732729, 01937 843682
Executive Head Teacher; Mrs S Richards BSc (Hons) PGCE
Executive Deputy Head Teacher: Mrs V Wilson BEd (Hons)

