



King's Wood School & Nursery  
Hollis Road, High Wycombe, Buckinghamshire. HP13 7UN  
e-mail: [office@kingswood.bucks.sch.uk](mailto:office@kingswood.bucks.sch.uk)  
Website: [www.kingswood.bucks.sch.uk](http://www.kingswood.bucks.sch.uk)  
Tel: 01494 521401 Fax: 01494 443265

Head Teacher: Mrs J Freeman

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«date\_of\_printing»

«salutation»

«address\_block»

Dear «salutation»

Re: «forename» «surname»

Class: «tutor» «reg»

King's Wood is currently working very closely with the County Attendance Team to promote the importance of attending school regularly. We have introduced the Traffic Light System to monitor attendance and identify students who may need support.

Your child's attendance for the previous five weeks is in the following Zone:-



Red – Danger Zone – **Below 90%**

Amber – At Risk Zone – **90% - 94%**

Green – Safety Zone – **95% - 100%**

In order for «forename» to improve overall attendance we need the support of both parents/carers and students. You can help by:-

***Making sure your child goes to school and arrives on time.***

***Avoiding taking holidays in term time.***

***Arranging non-urgent medical and dental appointments for outside school hours.***

Parents whose child is on a red zone will be contacted by the Family Liaison Officer, Mrs Erika Searle. If however, your child is experiencing difficulties which affect school attendance, Mrs Searle is available to offer advice and support. You can also contact the school office or myself to make an appointment.

Yours sincerely

*J Freeman*

Mrs J Freeman  
Head Teacher