

## GREEN COMMUNICATION

Dear Nicola

Every two weeks you will be sent a letter or email to update you on your recent attendance record. The colour of the communication is an indicator of whether we consider your attendance to be excellent (green), good (yellow) or poor (pink). We know from previous experience that good attendance and success are closely related.

From the information that I have, I am delighted to note that your recent attendance has been excellent. The records show that you have had minimal absence over the last two weeks (absence of 0) hours. I hope that you will be able to continue this excellent attendance record and maximise your chance of being successful on your course.

Your recent attendance is considered to be excellent.

## YELLOW COMMUNICATION

Dear John

Every two weeks you will be sent a letter or email to update you on your recent attendance record. The colour of the communication is an indicator of whether we consider your attendance to be excellent (green), good (yellow) or poor (pink). We know from previous experience that good attendance and success are closely related.

From the information that I have, I am pleased to note that your recent attendance is quite good. The records show that you have missed 3 hours of class meetings over the last two weeks. It would be of value to discuss any missed work with your tutor.

Your recent attendance is considered to be good but with room for improvement.

## PINK COMMUNICATION

Dear Laura

Every two weeks you will be sent a letter or email to update you on your recent attendance record. The colour of the communication is an indicator of whether we consider your attendance to be excellent (green), good (yellow) or poor (pink). We know from previous experience that good attendance and success are closely related.

The records show that you have missed at least 9 hours of class meetings over the last two weeks. I am aware that it is possible that this absence has accumulated over only one or two days, however it is important to be able to discuss any problems that you may have. If you have not already contacted me to discuss your absence, please do so as soon as possible. This will allow us to discuss and implement any support that you may require.

Your recent attendance is considered to be poor and urgently needs to improve.