

**YOU ARE RECEIVING THIS LETTER BECAUSE YOUR CHILD'S ATTENDANCE
FOR THE LAST ACADEMIC YEAR WAS BELOW 90%**

EARLY INTERVENTION LETTER

«addressee»

«address_block»

«date_of_printing»

Dear «addressee»

Child's Name: «forename» «surname»

DOB: «date_of_birth»

Form Group: «reg»

Attendance: «percentage_attendance»%

At <<school name>> we have an attendance target of at least 97% for each pupil. As low attendance at school may help identify if a child or family is in need of support, or could be an indicator of a possible safeguarding issue, we closely monitor this on a regular basis.

Having considered last year's registers we can see that <<NAME'S>> attendance was a cause for concern. Because of this, school will be monitoring their attendance very closely this academic year. Unfortunately, we will no longer be authorising any further absences unless we have sight of medical information; this can be in the form of a letter from the doctor, proof of prescribed medication given by a doctor, or other relevant information. **Failure to provide this evidence will result in absences being recorded as unauthorised. Please note that it your responsibility to ensure we are provided with this information.**

It is the responsibility of every school to monitor the attendance of its pupils very carefully. This is a responsibility which Amble Links First School takes very seriously and the attendance of every pupil is scrutinised on a regular basis. We do this because there is a clear link between good attendance and good attainment at school.

I am sure I can count on your support to do everything you can to ensure <<NAME>> attends school every day.

Please do not hesitate to contact me if you have any further queries or require support.

Yours sincerely

Headteacher