

**YOU ARE RECEIVING THIS LETTER BECAUSE YOUR CHILD'S
ATTENDANCE AT SCHOOL IS BELOW 92%**

LETTER 1

«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.

Through our regular reviews of attendance, it has come to our attention that <<NAME>> currently has an attendance figure of << 00.0%>>, which is significantly lower than expected.

Although I understand that sometimes children are too ill to come to school and <<NAME's>> recent absence was <<eg unavoidable due to chicken pox, due to a holiday>> it is important to point out that this level of absence may be affecting their progress.

Irregular school attendance may have a serious impact on your child's academic progress.

For this reason we ask that you:

- make medical appointments outside of school hours where possible
- only allow your child to stay at home in response to genuine illness
- avoid taking holidays during term time.

We will continue to monitor <<NAME's>> attendance on a 15 school day cycle and will write to you again if this does not improve during this time.

If you wish to discuss this matter further please do not hesitate to contact me

Yours sincerely

Headteacher