

Appendix 3

«date_of_printing»

«addressee»
«address_block»

Dear «salutation»

<<##>> sessions missed - «chosen forename» «chosen surname» - «req»

Our expectation is that children attend come to school every day and as part of our on-going efforts to improve this, we regularly monitor the attendance of each child.

I am writing to confirm that «chosen_forename» has missed <<##>> sessions of school since September. Please note that your child needs to be present for morning/afternoon registration to receive their attendance mark.

We understand that on some occasions absence is unavoidable, but as you know, in order for your children to achieve their greatest potential they need to be in school learning.

If you have any concerns regarding «chosen_forename»'s attendance or would like any help, please do not hesitate to contact one of our Attendance Team, who will be happy to help you.

Keep up the good work!

Yours sincerely

R Hawkins

Mr R Hawkins
Headteacher