

Appendix 4

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»

«chosen_forename» «chosen_surname» - «reg» - «percentage_attendance»

Following our previous letter regarding «chosen_forename»'s attendance I am writing to advise you that «his_her» percentage of attendance has continued to fall. The number of sessions «he_she» has missed will begin to have a significant impact on «his_her» learning and will not enable «him_her» to reach «his_her» full potential.

If you would like to discuss «chosen_forename»'s attendance or are experiencing difficulties in getting «chosen_forename» into school then please contact a member of our Attendance Team who will be able to support you with this.

Unfortunately, if your child's attendance does not improve, then we may have to call you in to an attendance panel or consider asking for medical evidence, i.e. proof of a Doctor's visit, when your child is absent.

Please find attached a copy of your child's registration certificate for your information. We appreciate your support in our ongoing efforts to improve attendance within our school.

Yours sincerely

R Hawkins

Mr R Hawkins
Headteacher