

DATE

Dear Parents / Carers

Attendance Information - NAME

As a school, we are required to monitor children's attendance; your child's attendance so far this academic year is %.

Our system has flagged up your child's attendance remains cause for concern as it falls below the **96%** target that we consider being the minimum acceptable attendance.

You have previously received a T2P text alert. However, your child's attendance has decreased further and is a cause for concern.

This is a cause for concern because children who miss school:

- Find it hard to keep friendships
- Struggle to feel part of the class
- Forget what they have learnt
- Have difficulty keeping up with work
- Progress at a slower rate

Your child's attendance will be discussed with the Education Welfare Officer.

We appreciate that there may be genuine reasons for your child's absences. We ask that you continue to follow the school procedures by contacting the school office everyday that your child is absent and informing us of the reason.

Please continue to work with us in raising your child's attendance.

Yours sincerely

Dawn Solla Headteacher