



Shepeau Stow and Gedney Hill CofE
Primary Schools Federation

SAMPLE

Date:

NAME:

Attendance less than 96%

Your child has achieved **less than 90% attendance** this term which is a cause for concern – your child is at risk of underachieving as a result.

We would ask for your support in ensuring that attendance improves over the coming weeks. Your child's attendance will now be monitored on a regular basis and we may invite you into school to discuss this further.

If, following this letter, your child's attendance does not improve we will contact you again in order to discuss the situation further. It may be necessary to ask the Education Welfare Officer for assistance in this matter.

GOOD attendance is very important so that children are given as much opportunity as possible academically and socially. When children are absent from school they often find it difficult to catch up on the work they have missed and can feel unsettled.

I would like to invite you to a meeting on **to discuss your child's attendance.**

We are asking for the support of all parents in improving attendance levels as we believe this is one of the main ways in which our children will be happy at school and achieve their full potential.

Yours sincerely

Executive Headteacher