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«date\_of\_printing»

«salutation»

«address\_block»

Dear «salutation»

Re: «forename» «surname»

DoB: «date\_of\_birth»

By law parents are responsible for ensuring their child's regular attendance. I am writing to you as «forename»'s attendance at school is currently irregular and therefore a cause for concern.

«forename»'s attendance has been monitored over the last five weeks and is currently only «percentage\_attendance»%.

Every effort will be made to support «forename»'s if you feel «he\_she» is experiencing significant difficulties that may impact upon «his\_her» attendance. Should this be the case, please contact me to discuss the matter further. In the meantime I will continue to monitor «forename»'s attendance for a further three weeks, during which time I expect to see a significant improvement.

Only the Head Teacher has the authority to authorise absence, further absences may not be authorised without supporting evidence that your child was unable to attend school with good reason.

Should «forename»'s attendance remain irregular during this time I will have no choice but to refer the matter to the County Attendance Team.

Yours sincerely

J Freeman

Mrs J Freeman  
Head Teacher