

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

Mrs. J Elbaz  
Head Teacher  
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Dear «ParentTitle» «ParentLastName»

**Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB» Yr «YearGroup»**

I'm writing to you to express concern about «ChildFirstName» attendance in school. As you may be aware, it is the legal responsibility of parents to ensure children attend school regularly.

We work with parents to improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and the world of work. Absence disrupts the education of the individual pupil and the whole class. Children who do not attend regularly:

- do not achieve well in exams
- find it difficult to maintain friendships
- miss out on social events
- are more likely to become involved in crime

If you feel that your child has ongoing or unresolved medical issues you are advised to approach your doctor urgently.

If you wish to discuss the contents of this letter or your child's attendance please contact the school. If you call and there is no one available, please leave a message and contact telephone number.

Yours sincerely,

Mrs J Elbaz

Head teacher

*"Exceptional provision for exceptional Learners"*