

An example letter re low attendance.

RE: absences from school

Dear Parent/Carer

Each year, we set high standards and expectations for the attendance and punctuality of all our pupils in order to ensure all pupils have the best chance to develop, build friendships and progress academically. Poor attendance rates are known to often have an impact on academic achievement, and attendance is especially important due to the disruption to education caused by the coronavirus (COVID-19) pandemic.

We are, therefore, writing to express our concern regarding your child's recent high levels of absence from school. (Name of pupil) has so far been present for only 90% (or lower) of school days this academic year.

The wellbeing and educational progress of our pupils is our priority, and we believe that your child's full attendance is hugely important in enabling them to succeed at school.

Please can you contact the school office on 01566772170 or email ststephens@andaras.org in order to arrange a meeting for us to discuss how best we can support your child's lost learning time and anything else which you would like to raise.

Yours sincerely,

Maura Furber

Head teacher