

Date:
Our Ref: Attendance below 95%
Reply to: Mrs Lisa Jones
At: Waterleat Road Centre



**PAIGNTON
COMMUNITY &
SPORTS ACADEMY**

Name

Address

Waterleat Road Centre,
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Dear **Parent name**

Re: Attendance below 95%

I would like to bring to your attention that our records show that **Child name's** attendance is currently **enter figure%**.

I do appreciate that some of these absences may be due to illness or other authorised circumstances but I would like to remind you that low attendance could be detrimental to your child's educational progress and attainment. The expected level of attendance stated by the Government is 96% and above.

I am sure you will do your utmost to ensure your child is not absent from school unnecessarily. If there is any support that we can provide you with, please do not hesitate to contact me.

Yours sincerely

**Mrs Lisa Jones
Attendance & Welfare Officer**