#### Date:

Our Ref: MB/Letter 1

Reply to: Mr Michael Bissett

At: Waterleat Road Centre

Address

Dear Parent

# Re: Student Name - Attendance below 90%

I would like to bring to your attention that our records show that (Student name)’s attendance is currently (attendance). Students with attendance below 90% are recorded as Persistent Absentees (P.A’s) by the Government.

I enclose a copy of his/her registration certificate to keep you updated on the recorded absences so far this year. Should you not agree with any marks on the record please do contact the school attendance office to discuss further.

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. I am sure you will do your upmost to ensure your child is not absent from school unnecessarily.

We will be monitoring (Student name)’s attendance closely for the next few weeks; if there is any support that we can provide you with, please do not hesitate to contact me.

Yours sincerely

### Mr Michael Bissett

**Attendance & Welfare Officer**