#### Date:

Our Ref: MB/Letter 2

Reply to: Mr Michael Bissett

At: Waterleat Road Centre

Address

Dear Parent

# Re: Student Name - Attendance below 90%

I wrote to you on the (Date) expressing my concerns about the amount of time that (Student Name) is missing from school, if he/she continues to have more time off then we will be requesting medical evidence for any further absences.

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.

The Local Authority may issue Penalty Notices to parents where a pupil has accrued at least 10 sessions to unauthorised absence in a six month period. (Student Name) date does not have any unauthorised absences for this academic year.

If (Student Name) continues to have time off school, the Academy may request medical evidence for all further absences.

I am hoping to see an **immediate** improvement in (student Name)’s attendance to school and see his/her attendance rise above the 90% figure.

Yours sincerely

### Mr Michael Bissett

**Attendance & Welfare Officer**