



DATE

Mr and Mrs xxx

xxx

xxx

Lincs

xxx

Dear Mr and Mrs xxx

In keeping with guidance from the Department for Education and in line with the school's Attendance Policy, I write to inform you that within the dates of xxxx and xxxx, the attendance of your child, xxx name xxxx has now fallen below 95% and he/she is now at risk of being classified as 'persistently absent'.

As you will be aware, continual absenteeism can negatively impact on the education of your child. We monitor attendance on a weekly basis and we hope to see that with continued good health, xxx name's xxx attendance will continue to improve and now avoid falling below the 90% mark.

In the event that xxx names xxx attendance should fall below 90%, I will notify you in writing and suggest a meeting in school to complete an Absence Support Plan.

I feel sure that you understand the importance of xxx being at school as much as possible and I know that you want the best for your child.

Please contact me in the event that you would like to discuss this in further detail.

Yours sincerely

Mrs R Mills
Headteacher