



# Baston CE Primary School

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 90% and is now considered a 'persistent absentee'.

As part of our absence policy, we would like to invite you in to school at your earliest convenience to discuss ways in which this issue can be rectified and agree on a course of action. An example of our Absence Support Plan has been attached to this letter for your information, along with a record of your child's attendance data to date.

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.

I look forward to meeting you and I feel sure that we can work together to ensure xxxx's attendance improves.

Please contact the school office to arrange a meeting.

Yours sincerely

**Mrs R Mills**  
**Headteacher**

*Headteacher Mrs Rebecca Mills BA QTS (Hons) NPQH*  
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