

KNN/LCS/***** *****

October 2023

**** * *****
** ***** **

**** **

Dear **** * *****

RE: *** ***** – YEAR ***

The purpose of this letter is to bring to your attention that ***** attendance is currently of concern, due to the unauthorised absences that are being incurred. A copy of *****'s attendance record is included for your information.

Regular attendance is the essential foundation to positive outcomes for all students. There is a clear link between good attendance, a child's academic achievement, their well-being and wider life chances. As an Academy we are committed to fulfilling our responsibility to proactively manage and improve attendance across our Academy Trust by regularly monitoring all students.

We understand there may be valid reasons for *****'s absence, and you may have already conveyed these to us. There may, however, be circumstances that we are unaware of. We would welcome the opportunity to discuss with you any issues that may be affecting ***** attendance as there may be support that can be offered to remove any barriers to full attendance that you or your child may be experiencing.

Please be advised that medical evidence is required for all absences. This can include evidence of attendance at a medical appointment, a copy of prescription for your child which clearly states their name and the date prescribed and/or a letter from your child's Doctor.

Please do not hesitate to contact me to arrange an appointment for an informal meeting. ***** attendance will continue to be monitored.

Yours sincerely

Mrs Lauren Chilvers
ATTENDANCE OFFICER

The Gateway Academy,
Marshfoot Road, Tilbury, Essex, RM16 4LU | Tel: 01375 489000 | admin.gateway@theglc.org.uk
www.theglc.org.uk

The GLC Trust is a company limited by guarantee, registered in England & Wales (Registered Number 5853746). Registered office at The Gateway Academy, Marshfoot Road, Tilbury, Essex RM16 4LU.
Chief Executive Officer: Viki Reid.

The GLC is committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment.



All Different: All Equal
Together, Improving Upon Our Best


Ormiston Trust
Improving life chances