



KNN/LCS/*****

October 2023

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Dear *** *

RE: *** – YEAR ***

The purpose of this letter is to bring to your attention that *****'s 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.

It is important for us to discuss *****'s absences from school and the impact on her learning and I therefore invite you to meet with me in The Gateway Academy on *****

At this meeting we will look to identify the barriers preventing *****'s full attendance and explore what support could be offered to you.

It is vital that you engage with the support being offered to make swift improvement. Should you fail to attend the appointment without notification, the matter may have to be escalated in accordance with our attendance management processes, as set out in our Attendance Policy.

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

Yours sincerely

Mrs Lauren Chilvers

ATTENDANCE OFFICER