

Dear

Child's Name: **DOB:**

Attendance:

Broken Weeks:

I am writing to inform you that **NAME** now has **Number of broken weeks** of attendance this academic year. A broken week is defined as one or more days' absence in a week, Monday to Friday. As you can see from above **NAME's** attendance overall is %, we have enclosed a copy of their Registration certificate.

Please be assured that we understand there may well be genuine reasons for absence, but we wish to inform parents when their child's attendance is low. It may well be that these absences are due to genuine illness or medical appointments but as a school we feel it is important to bring it to your attention. Although we would never wish you to send **NAME** to school when **he/she** is ill, we would like you to consider the impact that regular absences from school might have on their academic progress and social involvement within school.

Research shows that this kind of attendance pattern can have serious implications for progress and achievement over time.

If you have previously telephoned the school explaining the reasons for absence there is no need to repeat this. However if there is an underlying medical reason of which we are unaware of, we would be grateful if you could provide medical evidence of this.

We will continue to monitor **NAME's** attendance.

If you wish to discuss the matter further please do not hesitate to contact the school.

Yours sincerely

Mrs L Howell

Deputy Headteacher

Miss F Duddridge

Education Welfare Officer