

We fully appreciate that receiving this letter can be a shock for some parents. We want to reassure you that we are aware that there can be one or more genuine circumstances that have combined to contribute to this particular attendance rate, and for many pupils their attendance may well improve in the coming terms.

However, if for any reason their attendance does not improve I will have no choice but to make a referral to the Local Authority Education Welfare Officer who will then take the appropriate action to ensure that attendance improves.

We are always happy to offer whatever help or support we can, and I will be happy to arrange a meeting in order to discuss the attendance issues raised above should you wish to do so.

Thank you for your support in this matter.

Yours sincerely,

Martin Higgs
Headteacher