



September 2019

Dear Parent,

**Re: Attendance**

It has been brought to my attention that your child's attendance, for the last academic year, was below 90%. The national expectation is for attendance to be above 96%, which is considerably higher than your child's recent attendance.

The Education Welfare Officer has access to our records and will be in school, to go through our records, over the next few weeks. In the meantime, if you would like to discuss your child's attendance with myself, or Miss Porter, then please make an appointment with the office.

As we start a new year, I hope that you will make every effort to ensure your child's attendance improves and look forward to supporting your further needs, should you require it.

Kind regards,

Andy Griffiths

Executive Headteacher