



«date\_of\_printing»

Parents/Guardians of «chosen\_forename» «chosen\_surname»  
«year\_reg»

Dear «addressee»

Re «chosen\_forename» «chosen\_surname»

Kingsway Primary School is continually striving to raise attendance levels in order to maximise the educational achievements of all pupils. Kingsway Primary School and its staff regard the regular attendance of children at school as being vital to each child's education and development. There is great deal of information available about achievement nowadays and it clearly shows that even quite low levels of absence have a negative impact on learning.

The school aims for all its students to have 100% attendance and regards good attendance to be 96% or above with no unauthorised absences. It is for this reason that non attendances (however short or infrequent) are treated seriously. Where attendance drops below the attendance target of 96%, parents are contacted.

Following a review of attendance registers, I am writing to let you know that «chosen\_forename»'s attendance has fallen to «percentage\_attendance»%.

We do appreciate that there will be genuine times when an absence may be required, please contact the school and keep them fully informed of any absences. Also, please ensure the school is aware of any medical issues which may affect your child's attendance and any relevant medical appointment details are provided to the school.

Attendance is regularly monitored and it is hoped to see improvements in the coming weeks. If there are any issues or concerns making it difficult for your child to attend regularly, please do not hesitate to contact the school to enable us to work together to resolve any issues or concerns.

Yours Sincerely

Jane Moore  
Attendance Improvement Officer