

# Houghton Regis

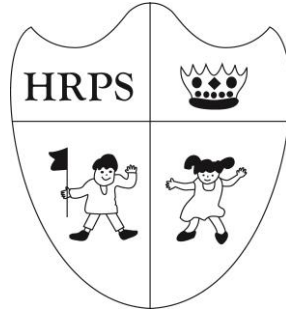
Headteacher: Mr.J. Edwards

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# Primary School

St Michaels Avenue

Houghton Regis

Dunstable

Beds

LU5 5DH

Dear .....

Date .....

During a register check we noticed that .....has had 3 separate absences already this term. We know that you have provided reasons and the absences have been recorded as 'authorised' at this time. Please see the attached attendance grid that is a copy of the school's official register.

We are alerting you now because we are sharing our first concern. If absences continue at this rate or attendance has an irregular pattern, we would need more information to be able to continue to authorise absences. However, we feel it is likely that your son/daughter has had a bad run of illness and the attendance will now settle to full weeks.

If there is further absence this academic year, you can provide any copies of medical information you may have. The medical evidence could be labels from tablet boxes, with date and your child's name or prescription copies or tear off slips. Dental or medical appointment cards and medical letters are also very useful. We do not want medical certificates or reports – they may cost money!

Each school day has 5 hours of learning, so if ..... mentions at home that they are worried about falling behind due to missed lessons, please will you contact us as we want school to be a positive experience for our pupils.

Please get in touch if we can answer any attendance questions for you.

Yours sincerely,

# Houghton Regis

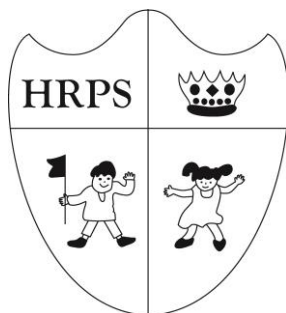
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