

Houghton Regis

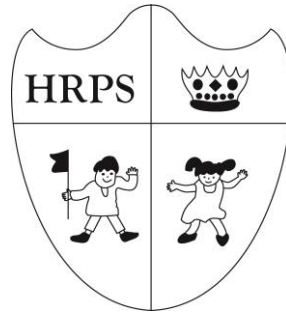
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Primary School

St Michaels Avenue

Houghton Regis

Dunstable

Beds

LU5 5DH

Dear Date

Re: School attendance for

I review the attendance information for each pupil, each month, and have noticed that your child's attendance is below 90%. I am very aware that children fall ill and need to take time off school, but this is generally accommodated in the national attendance expectation of 97%.

90% attendance means that your child could be missing over 18 days of the academic year, which is almost one day per fortnight.

I am sure that you are actively endeavouring to get your child to school and support their education. However, if there are any circumstances that are making school attendance more challenging for you or your child, please do not hesitate to contact me or Ms Hewer to discuss this.

To ensure that you are not penalised, we will now require you to provide medical evidence for all absences. Otherwise, they may be recorded as 'unauthorised' on the register. Thank you for your continued co-operation.

Yours sincerely,