

Houghton Regis

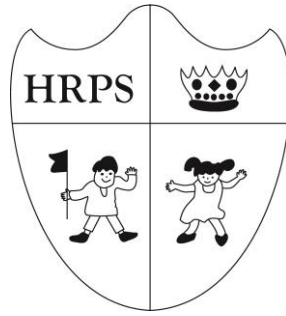
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Primary School

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 85%. 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%.

85% attendance means that your child is missing over a month of school, over the academic year. This has a significant impact on a child's overall academic success and it has been proven in studies that children achieve several grades lower than their peers, because of this.

If I do not see an improvement in your child's attendance, or you are unable to provide medical evidence to support their absences, I will be referring you to Central Bedfordshire's Attendance Officer with a view to issuing a fixed penalty notice. I am always reluctant to do this and would be much happier to work with you to get your child into school. 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.

Yours sincerely,