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| **Houghton Regis**Headteacher:Mrs B WaiteTelephone: 01582 867487Fax: 01582 867487Email:houghtonregis@cbc.beds.sch.ukwww.houghtonregisprimary.co.uk | HRPS CREST.jpg | **Primary School**St Michael’s AvenueHoughton RegisDunstableBeds LU5 5DH |

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Dear

**RE: Trigger 1**

**Pupils Name**

I am writing to you with reference to the attendance of your son/daughter. The attendance register (copy enclosed) shows that his/her attendance currently stands at XX%. I am concerned that this attendance level may seriously impact upon his/her ability to fully access the curriculum.

The school’s minimum attendance target is **XXX** and we would appreciate your support in ensuring that your son/daughter’s attendance improves to at least our minimum school target.

If there is anything we can do to support you to help improve **XXXX** school attendance or if you would like to discuss this matter please do contact me.

The Local Authority requests that schools ensure that parents are made aware of both the definition of who is a parent and also what the law says parents must do with regards to their child’s education. Please see our attendance policy ***hyperlink to schools attendance policy***

Yours sincerely