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

Dear

RE: Trigger 2

**Pupils Name**

**DOB**

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% **with XX** **number of unauthorised absences.** 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……. and we would appreciate your support in ensuring that your son/daughter’s attendance improves to at least our minimum school target.

Unfortunately we will be unable to authorise any further absences **as illness from the date of this letter onwards unless satisfactory** medical evidence is provided to support these absences. Medical evidence can take the form of copies of prescriptions, appointments cards or sight of medication. In certain cases a letter from a GP or Consultant would be required so that extra support to help a child access their education because of a medical need can be arranged.

<https://www.gov.uk/government/uploads/system/uploads/school_attendance.pd>

Should **XXXXX** level of attendance fail to improve or the school doesn’t receive satisfactory evidence to support the absences, the school may need to consider requesting that you attend a joint meeting with the Headteacher and the Local Authority School attendance Officer or may request that a Penalty Notice is issued in line with Central Bedfordshire Council’s Code of Conduct <http://www.centralbedfordshire.gov.uk/schoolsportal/administration/inclusion/referrals.aspx>

**Yours sincerely**