

YOU ARE RECEIVING THIS LETTER AS YOU HAVE ALREADY RECEIVED LETTER 1 AND WE HAVE SEEN NO IMPROVEMENT IN YOUR CHILD'S ATTENDANCE.

Dear Parent/Carer

I am concerned at the number of absences that **PUPIL NAME** has had from school this academic year. We carried out a register check on **DATE** and **PUPIL NAME** attendance is currently **% which is in the **RED** zone.



Red – Danger Zone - **Below 90%**

Amber – At Risk Zone – **91% - 96%**

Green – Safety Zone – **97% - 100%**

Since September the following concerns have been identified:

- Broken weeks of attendance
- Periods of Unauthorised absences.
- Lates
- Holiday
- Days/lessons missed.

I can therefore no longer authorise any further absence, unless you can provide medical evidence such as prescriptions, appointment card, doctor's notes etc. If this evidence is not supplied, then **PUPIL NAME** absence will be recorded as 'unauthorised' absence. If required, we can contact our School Health Team to offer support on your child's' health and wellbeing.

Should **PUPIL NAME** attendance fail to improve, a referral will be made to the Education Welfare Officer. The purpose of the referral will be to discuss the issues affecting your child's attendance and agree the way forward. Continued poor attendance may result in legal action.

Please do not hesitate to contact me should you wish to discuss this further.

Yours sincerely,

Jamie Robinson

Mr Jamie Robinson
Head of Behaviour and Pastoral