



Shepeau Stow and Gedney Hill CofE
Primary Schools Federation

Date:

NAME:

SAMPLE

Attendance less than or equal to

Your child has achieved **less than or equal to 96% attendance** this term which is below our minimum expectation.

GOOD attendance is very important so that children are given as much opportunity as possible academically and socially. When children are absent from school they often find it difficult to catch up on the work they have missed and can feel unsettled.

We are asking for the support of all parents in improving attendance levels as we believe this is one of the main ways in which our children will be happy at school and achieve their full potential.

Your child has had an above average amount of time off school this year. It may be that these absences have been due to illness but we feel you should be aware that this needs to improve over the coming term.

I would like to invite you to a meeting on **to discuss your child's attendance.**

We thank-you for your support in this and hope to see an improvement in your child's attendance next term.

Yours sincerely

Executive Headteacher