COQUET COMMUNITY SCHOOL

SAMPLE

BE KIND
WORK HARD
AIM HIGH

Dear <<Parental Addressee>>,

Re: <<Preferred first name>> <<Preferred last name>>, DoB: <<date of birth>>

As part of our commitment to supporting student progress and wellbeing, we regularly review attendance across the school. Good attendance is essential in helping pupils achieve their best, both academically and socially.

National guidance states that pupils are expected to attend school **at least 95% of the time**, and our school target is **97%**, which is equivalent to no more than six days of absence across the school year. Research shows that students whose attendance falls below this level may find it harder to keep up with learning and make expected progress.

Our records indicate that your child has had **three or more days of absence**, and their current attendance is **<< Attendance to date>>%**. At this stage, we are contacting you to make you aware and to work together to ensure attendance improves.

We recognise that some absences are unavoidable. If there are any medical, personal, or other circumstances affecting attendance, please let us know so we can offer appropriate support.

We will continue to monitor your child's attendance and hope to see a positive improvement in the coming weeks. If you would like to discuss this further, please contact me or a member of the Pastoral Team.

Thank you for your attention and cooperation.
Yours sincerely,

Attendance Lead

Acklington Road, Amble, Northumberland NE65 0NG

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