COQUET COMMUNITY SCHOOL

SAMPLE

BE KIND
WORK HARD
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PA Letter

<<parental salutation >>,
<<student main address >>

Dear <<parental salutation >>,

Re: <<Preferred first name>> <<Preferred last name>>, Year: <<Year group name>>

As part of our commitment to improving the achievement of our pupils we monitor student attendance on a regular basis. As you will know, at the end of the last academic year << Preferred first name>>'s overall attendance (was << AM/PM Present Attendance >>%) below the expected level. The government classes pupils with attendance of 90% or below as a 'Persistent Absentee'. We are keen to support you in getting << Preferred first name>>'s attendance higher this year to help them succeed at school. Our school target is 97% and above.

Due to << Preferred first name>>'s previous lower than expected attendance they have been placed on our early intervention attendance list. This means that their attendance will be monitored closely to ensure that both you and << Preferred first name>> are supported at the earliest opportunity to prevent them from falling into the 'Persistent Absence' category again this year.

Furthermore, if << Preferred first name>>'s absence is due to illness or medical appointments, we will ask you to provide medical evidence such as a doctor's appointment letter or a doctor's note. Failure to provide medical evidence for your child's absence may result in the absence being recorded as 'unauthorised absence'.

We will be working closely with our Education Welfare Officer to monitor attendance on a weekly basis, and we will aim for an improvement in << Preferred first name>>'s attendance this academic year. We are already aware of a number of students who experience serious long term medical conditions, and this is obviously taken into consideration, but it is important that the school are fully aware of such circumstances.

If you would like to discuss this further, please do not hesitate to contact me.

Yours sincerely,

Attendance Lead

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