COQUET COMMUNITY SCHOOL

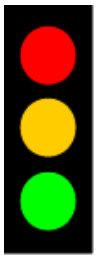
SAMPLE

BE KIND
WORK HARD
AIM HIGH

Dear <<Parental Salutation>>,

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

I am concerned at the number of absences that **<< Preferred first name >>** has had from school this academic year. We carried out a register check on 16 Sept 2026 and **<< Preferred first name >>'s** attendance is currently **<< Attendance to date>>%** which is in the **<< Attend Colour>>** zone.



Red – Danger Zone - **Below 90%**

Amber – At Risk Zone – **90% - 96%**

Green – Safety Zone – **96% - 100%**

Reasons for these absences can include but are not limited to:

- Broken weeks of attendance
- Periods of unauthorised absences.
- Lates
- Holiday
- Illness
- 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 **<< Preferred first name >>'s** absence will be recorded as 'unauthorised' absence.

Should **<< Preferred first name >>'s** 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

Attendance Lead

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