



Headteacher: Mrs Lindsay Robertson BA (Hons) NPQH

Date:

Dear [insert name of parent or carer – not Parent or carer]

**RE: [Pupil Name] DOB – Persistent Absence**

You were recently invited to a meeting at school to discuss your child’s attendance. Unfortunately you did not attend the meeting and a further meeting has been arranged at school on **(insert day, date and time)**.

It is important that you co-operate with efforts to improve **(insert child’s name)** attendance if legal proceedings are to be avoided.

For your information I am enclosing a copy of your child’s current attendance which you can see is well below the minimum acceptable level of 90%.

We would like to avoid referring this matter to the Attendance Service and hope that you will co-operate with school and meet us so that we can discuss the situation and so we can help in any way we can.

Please telephone school on 0191 5491509 no later than 10am on [insert date] to confirm your attendance.

Yours sincerely,

Mrs Lindsay Robertson

<b>GREEN</b>
Pupils with attendance from 96% to 100%
<b>AMBER</b>
Pupils with attendance from 90% to 95.9%
<b>RED</b>
Pupils with attendance below 90%

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