Full name of parent

Full address

Date

Dear

**Re: CHILD NAME AND ATTENDANCE PECENTAGE**

At **Bluecoat Wollaton Academy** each child is expected to attend every session available however, from time to time, we appreciate this may not be possible.

According to our records, **{name of child}** has been absent from school on the following dates:

As you are aware all parents are expected to notify the school on the first day of any pupil’s absence to provide the reason for all absence along with an expected date of return to school.

Failure to notify school of any absence that has not been explained within two weeks will be recorded as unauthorised absence. This is when the reason provided does not comply with Government guidelines or no reason has been provided. The decision to authorise absence is a school decision.

We are committed to working with you to improve your child’s attendance. If you wish to discuss this matter further, please contact me on **0115 900 7210.**

Attendance will be reviewed by the end of term, failure for attendance to significantly improve you will be invited to a parent meeting in the Summer term to discuss your child’s attendance.

Yours sincerely,

**Attendance Officer**

