



Excellence, Respect, Friendship

CAWSTON GRANGE PRIMARY SCHOOL

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**

DATE

Dear (Parents name),

I am writing to express my concern about the continuing pattern of absence for (child's name). Their attendance is now XX % and there have been XX sessions of absence this academic year. This letter reflects that your child is now on stage one of our attendance tracking. You can find more information about our attendance processes and support available on our website [here](#). We will be monitoring their attendance for a period of four weeks, after which we will contact you again if we continue to have concerns.

If there is an ongoing medical issue that we are not aware of or if there is anything that you would like to discuss with me, or another member of staff regarding the absences, please do not hesitate to contact the school so we can support you.

If you consider that there are additional issues which impact on your child's ability to attend school regularly, it may also be possible for the school to access some additional support through Early Help so if you would like us to look into this with you then please get in touch.

I enclose a copy of (child's) attendance this year to date and an Early Help Leaflet for your information.

Yours sincerely,

Mrs K. Worthington
Headteacher