



Excellence, Respect, Friendship

CAWSTON GRANGE PRIMARY SCHOOL

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**

DATE

Dear (Parents name),

Further to my previous letter, 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.

As their attendance has not improved since the period of monitoring began, your child is now on stage two of our attendance tracking. You can find more information about our attendance processes and the support available on our website [here](#). We will continue to monitor (child's name) attendance for a period of four weeks, after which we will contact you again if we continue to have concerns.

We would remind you that it is a parent's legal duty to ensure that their child attends school regularly. Children who frequently miss school are in danger of becoming persistently absent and this has a damaging effect on their long-term success, both at school and in their future.

I will be asking a member of our pastoral team to contact you to see if there are any issues which are impacting your child's ability to attend school regularly and to see what support we may be able to offer. I also enclose a copy of (child's) attendance this year to date and an Early Help Leaflet for your information. Should their attendance not improve over the next four week monitoring period, we will move to stage three of our attendance procedures.

Yours sincerely,

Mrs K. Worthington
Headteacher
