



{Current Date}

### ATTENDANCE PRESISTENTLY ABSENT

Dear Parent/Carer of {First name} {Last name}

{First name}'s attendance is {Attendance: Attended Percentage}. This means that they are classed as being a persistent absentee - attendance which is 90% and below. We would urge you to make sure that there is no more absence between now and the end of the school year. Doing this may mean that {First name} is no longer a persistent absentee, with an improved attendance percentage.

We will be monitoring {First name}'s attendance closely between now and the end of this school year.

We would like to offer you support to help improve {First name}'s attendance. We want to invite you to a meeting on XXXX at XXXam/pm. We want to support our families to maintain high attendance for their children so that they do not miss out on learning.

Yours sincerely

Miss Sherrise Cullen  
Headteacher