



{Current Date}

CONGRATULATIONS

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

I am writing to congratulate you and your child on their excellent attendance which is {Attendance: Attended Percentage} for this XXXX. This is amazing and we know that this will only have a positive impact, both socially and academically.

Thank you for all you have done to make sure your child attends school, we know that this is having a positive impact their learning.

With my best wishes,

Miss Cullen

Head Teacher

