



{Current Date}

## CONGRATULATIONS

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

I am writing to congratulate you on how much your attendance has improved since the start of September to the end of the Autumn term.

The school attendance target is a minimum of 96%.

Your child's attendance is now at {Attendance: Attended Percentage}

Thank you for all you have done to make sure your child attends school more regularly, this is having a positive impact on the amount they are learning.

With my best wishes

Miss Cullen

Head Teacher