



{Current Date}

Dear parents/Carers of {First name}

Re: School attendance concern for {Full name} {Date of birth} {Year group} at Ryton on Dunsmore Provost Williams Academy

I am writing to you in relation to {First name}'s school attendance which has fallen to {Attendance: Attended Percentage} which is {Attendance: Days Missed Count} day/s. As a result, we are becoming concerned that {First name} is missing a significant part of learning.

Regular attendance is extremely important as missing school can have an impact on children's academic progress, friendships, social skills and life skills. The well-being and progress of our pupils is our priority.

If there are any particular circumstances that the school may not be aware of which is having an influence on {First name} attending school regularly or if you are concerned about your child's attendance. Support can be offered through an Early Help Assessment (EHA). Please do not hesitate to contact me.

I will continue to monitor {First name}'s attendance and I look forward to seeing an improvement. If the absence is due to a medical reason, please ensure that we have been informed so appropriate support can be put in place.

Yours sincerely

Miss S Cullen
Head Teacher