

Ysgol Bro Carmel
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Headteacher: Mr. M. Martell



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Pennaeth: Mr. M. Martell

DATE

«addressee»

«address_block»

Dear «salutation»

Re: «forename» «surname»

In line with the national focus on attendance across Wales, the expectation of schools is that pupil attendance should not fall below 95%.

I regret to inform you that a check of attendance records shows that «forename»'s average attendance for this school year to date is «percentage_attendance»%. The Local Authority define '*persistent absence*' from school as below 90% attendance.

Please find enclosed a copy of «forename»'s attendance certificate for your information.

We would like to work with families to ensure all children attend school regularly. However, if there are any particular difficulties as to why «forename» is unable to attend school, please do not hesitate to contact the school for support.

Kind regards,

Mr. M. Martell
Headteacher / Pennaeth