

Ysgol Bro Carmel
Carmel
Holywell
Flintshire
CH8 8NU

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Headteacher: Mr. M. Martell



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Pennaeth: Mr. M. Martell

«date_of_printing»

«addressee»

«address_block»

Dear «salutation»

Re: «full_name»«year_reg»

We recently contacted you to advise on concerns regarding «forename»'s school attendance, particularly in light of the additional focus on school attendance at a local and national level in Wales.

Our monitoring of school attendance records shows that «forename»'s attendance is «percentage_attendance»% and has not shown an upturn since previous communication was sent by the school.

In line with Flintshire's attendance guidance for schools, further absences will be recorded as unauthorised, unless medical/other written evidence is provided to school.

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