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Headteacher: Mr. M. Martell



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Pennaeth: Mr. M. Martell

«date\_of\_printing»

«salutation»

«address\_block»

Dear «salutation»

**Re: «full\_name» - «year\_reg»**

Our attendance monitoring has shown that «chosen\_forename» has been absent from school. As you will appreciate, every day they are absent from school has a detrimental impact on their learning.

«chosen\_forename»'s attendance is of significant concern, and the expectation of Schools, Local Education Authorities, Inspectors and the National Assembly for Wales, is that «chosen\_forename»'s attendance should not fall below 95% during any part of the academic year.

The school is required to pursue any absenteeism and report any pupils who fall below 90% attendance to the Local Education Authority. «chosen\_forename»'s attendance is currently «percentage\_attendance»%.

Please find enclosed a copy of their attendance certificate for your information. Please note that some of these absences are unauthorised and unexplained and we would appreciate you attending a meeting at school on **DATE** at **TIME** to discuss «chosen\_forename»'s continued low attendance and with the aim of working together to put in place strategies to improve attendance.

In line with Flintshire's school attendance policy, we will contact the Local Education Authority via the Educational Welfare Officer about «chosen\_forename»'s continued absence this academic year.

If you would like to discuss this matter further please do not hesitate to contact school. If you are unable to attend this meeting please contact us at your earliest convenience to arrange an alternative date or time.

Kind regards,

Mr. M. Martell  
Headteacher / Pennaeth