

Ysgol Bro Carmel
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CH8 8NU

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Headteacher: Mr. M. Martell



Ysgol Bro Carmel
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Pennaeth: Mr. M. Martell

«date_of_printing»

«salutation»

«address_block»

Dear/Annwyl «salutation»

Re: «chosen_forename» «chosen_surname» «reg»

Attendance: «percentage_attendance»%

We regret to inform you that, in line with Flintshire's school attendance policy, we are required to apply to the Local Authority to request a Fixed Penalty Notice of £60.

The school staff have written to you and arranged a meeting to discuss the concerns that exist with regard to the unauthorised absence that is recorded on our school's attendance register. These matters remain unresolved to date and no evidence has been received to enable me to authorise the absences.

Kind regards,

Mr. M. Martell
Headteacher / Pennaeth

Cc: EWO