Date………..

Dear ……………

Re: Attendance of ………………………………………. . D.o.b: ………….

As part of our commitment to supporting the progress of our pupils, attendance is monitored on a regular basis by the Education Welfare Officer with a view to identifying those pupils whose attendance is a cause for concern. ………………………….. has been identified by her as one of those pupils due to their current level of attendance.

|  |  |
| --- | --- |
| Children’s attendance is classified in the following way: | |
| 98% - 100% | Excellent attendance |
| 96% - 98% | Good attendance |
| 92% - 96% | Below expected attendance |
| Below 92% | Cause for concern |
| Below 92% for more than 3 weeks | Can lead to a penalty notice issued by the Education Welfare Officer |

Your child’s attendance for this year so far is currently ……………………... Whilst we understand that missing school is sometimes unavoidable, I hope that you understand our obligation to highlight their attendance level to you.

We appreciate that as the year proceeds the percentage of their attendance will rise as long as there are no more absent days. All of the school’s attendance matters are discussed with the Education Welfare Officer who is available to offer support and advice to you.

Please do come and see me if you feel improving this percentage is a difficulty and you would like some support.

Yours sincerely

………………………………………