

REF: Absence Concern

Dear Parent/Carer,

I'm writing to express my concern at [name's] recent high levels of absence from school.

[His/her] current attendance has fallen to [percentage]. Falling below 90% attendance will likely have an impact on [his/her] academic achievement.

We acknowledge that each family's circumstances are different, and we aim to work with parents to provide the best education for every child.

Pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

We want to make sure that we can support [name's] education in the best way possible, including looking into how we can help [him/her] to address gaps in learning due to absence.

The table below illustrates just how much learning can be lost through absence from school:

Attendance throughout the academic year (190 days)	
95%	9.5 days lost learning
90%	19 days lost learning
85%	28.5 days lost learning
80%	38 days lost learning
75%	47.5 days lost learning
70%	57 days lost learning

We will continue to monitor «chosen_forename»'s attendance and if it continues to fall, we will alert you further. At that point we may suggest a meeting to consider strategies to support both yourself and «chosen_forename» in ensuring good attendance. In the meantime, we would ask that you provide medical evidence in the form of medical appointment cards, copies of prescriptions issued etc for any future illness.

Yours Sincerely,

Ed Hanley

Head of School

ExpansE Learning Tyrer Avenue, Wigan WN3 5XE
Tel: 01942 877715 Email: hello@expanselarning.co.uk
Web: www.expanselarning.co.uk

