



Pondhu Primary School

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Name and address

Date

Dear*name*....

As Parent Support Advisor at Pondhu Primary School part of my job role is to monitor attendance throughout the school, identify any concerns and to offer support accordingly. I wrote to you on*date*... to inform you that ...*name*'s attendance was at%

I have now noticed that ...*name*.....'s attendance currently stands at % which is well below national required attendance levels. *Name*..... has had absences since the beginning of the school year in September, *all/some* of which are recorded as being due to illnesses.

This is obviously a concern as good attendance is important to ensure that ...*name*..... is able to make the most of the learning opportunities offered.

I am keen to provide support in helping to improve ...*name*..'s attendance. I therefore, would like to arrange a meeting with yourself to discuss ways in which we are able to support you to improve ...*name* 's attendance.

Please call to make appointment at a time that is convenient for you. I am available throughout the week at school from 8.30am.

I look forward to hearing from you soon.

Yours sincerely,

Claire Hollebon
Parent Support Advisor

