

School Name and address etc.

Dear Parent/Carer

As a new school year begins we want to remind all parents of the importance of school attendance and our commitment to students. We ask all parents to set the highest of expectations for attendance for the term and year ahead.

Our target for your child is a minimum of 97% attendance this year!

We have attached a table and chart which illustrates the relationship between attendance and achievement at school. A copy of which is also on our web site.

The rewards for good attendance are clear. Pupils are more likely to enjoy school, achieve better results and increased life chances.

We will be updating you about your child's attendance on a half-termly basis.

Yours sincerely

Head Teacher