



# Coates Primary School



Coates Primary School  
The Fold  
Coates  
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Cambs  
PE7 2BP

Headteacher: Mrs L Boucher  
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Date

Name and address of parent

Dear Parent

**Re: Child Name:** xxx **DOB:** xxx **School:** xxx

We have noticed that your child <forename> attendance has deteriorated, I have enclosed a copy of «forename»'s attendance record so that you can view a detailed breakdown of your child's absence from school.

Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement.

We will continue to monitor «forename»'s attendance and I look forward to seeing an improvement. If the absence is due to a medical reason please ensure that we have been informed so appropriate support can be put in place.

If there are any particular circumstances that the school may not be aware of which is having an influence on «forename» attending school regularly or if you are concerned about your child's attendance, please do not hesitate to contact me. However, it does no harm in speaking with the teacher or attendance team, because together we can make a difference.

We know that a lot of families already have a supportive network of relatives, friends and community groups. However additional support is also available for families via an Early Help Assessment, where help can be provided from trained professionals who can provide support, signposting and access your community offer. If you would like to discuss this process in more detail, please contact XYZ (Attendance Lead/ Champion).

Further support is also available in the community, more information can be found on H.A.Y website. Please scan the QR code below.



Yours sincerely

Attendance Officer / Head of Year / Headteacher or other relevant Pastoral Personnel

Enc Record of attendance  
School Attendance Lea

**MOMENTS  
MATTER,  
ATTENDANCE  
COUNTS.**



*Together we dream, believe and achieve!*

SAMPLE