



«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

### School Attendance Update for «forename» «surname»

We are writing to advise you that we have noticed a drop in «forename»'s attendance at Linton Village College. As of the «date\_of\_printing», «forename»'s overall attendance is «percentage\_attendance»%.

The current expected level of attendance at this time for pupils at the College is 95% or better.

At Linton Village College we wish to promote good student attendance and do all we can to reduce absence, ensuring every student has access to the full-time education to which they are entitled and to act early to address patterns of absence.

If there are any particular circumstances that the college may not be aware of which are having an impact on «forename»'s attending regularly, please do not hesitate to contact us. We regularly monitor the attendance of all pupils and will contact you again if need be.

It may be that you have already communicated with the College the reasons for your child's absence and we appreciate your support in this matter. We wish to maintain positive relationships with all parents/carers and so this letter is simply to bring this to your attention at this time.

Thank you for your continued support.

Yours sincerely

**Head of Year**

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