



«addressee»

«address_block»

«date_of_printing»

Dear «salutation»

School Attendance Persistent Absence Letter for «forename» «surname»

Further to our previous correspondence and meeting regarding «forename»'s attendance, we are disappointed to report that «forename»'s attendance has continued to fall to «percentage_attendance»% and is now below 90%. We enclose a further copy of «forename»'s attendance record which shows an analysis of attendance, punctuality and whether the absence is authorised or unauthorised. Overall attendance below 90% is classed as persistent absence and we are seriously concerned that the learning missed is creating a substantial knowledge gap and will ultimately place «forename» at a significant disadvantage academically.

As parent(s)/carer(s) it is your legal responsibility, as stated under **Section 444 of the Education Act 1996** to ensure the regular and punctual attendance of your child.

We will continue to monitor «forename»'s attendance and punctuality and work with you in the hope to improve attendance. At this stage, as «forename»'s attendance has fallen below 90% we have no choice but to refer the case to Cambridge County Council who may decide to take more formal action.

If you have any questions or require any further information please do not hesitate to contact us.

Yours sincerely

Head of Year

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