



St Matthew's Bloxam C of E Primary School

Headteacher – Mrs Anita Timson: BEd (Hons), NPQH
Deputy Headteacher – Mrs Helen Francis: BA (Hons) QTS

"Let Your Light Shine"



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DATE

Dear

We have been looking at attendance this half term and we would like to make you aware that **NAME** attendance level is currently **85.14%**.

Attendance at this level is a concern, we would like to meet you on **Monday 1st June at 9am** to talk about ways to improve attendance as we understand that your child may have been ill, or there may have been other issues that you have kept us informed about, however we still have a duty to inform you of your child's attendance level. We can offer support to ensure attendance is **95%** or above.

Yours sincerely

Mrs Anita Timson
St Matthew's Bloxam

