



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 for last half term and would like to make you aware that **NAME** attendance level is currently **90.94%**.

This is unfortunately causing concern according to the government guidelines we have to follow.

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.

Should **Name** need to be off due to illness, I would appreciate it if you would contact Mrs Timson.

Please do not hesitate to contact the school should you need to discuss any aspect of this letter, or need support with attendance.

Yours sincerely,

Mrs Anita Timson
Headteacher



