



Care Believe Achieve
Live life in all its fullness
John 10:10

Lanercost C.E. Primary School
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Headteacher - Mrs A.H Wilkinson



Less than 90%

Dear **<Name of Parent>**

Name of Child: <name of pupil>

DOB: <date of birth>

Attendance Percentage: <attendance percentage>%.

The Department for Education (DFE) and Cumberland Council focus on regular school attendance. In an effort to improve children's school attendance, schools and the council work together to challenge parents who fail to ensure their children attend school regularly without any known justifiable cause.

<name of pupil>'s attendance this academic year is currently *<attendance percentage>*%. This is considerably below what our school, the government and Cumberland Council consider to be a level of attendance recommended for children to achieve their educational potential. Please note that parents are advised to explain their child's absence. Due to (name of child)'s current attendance percentage, the local authority expects absences through illness to no longer be authorised without medical evidence, for example, a letter from your doctor, a copy of your child's prescription or an appointment card.

We will monitor your child's attendance for the next three weeks. If there are any further unauthorised absences, I will invite you to an Attendance Panel Meeting at school.

Every day in school counts towards *<name of pupil>*'s future, and I thank you in advance for supporting *<name of school>* in ensuring excellent school attendance.

If you are experiencing any difficulties or do not understand aspects of this letter, please contact me on the above telephone number.

Yours sincerely

Headteacher