



Mrs L Halling
Twynning School
Twynning Green
Twynning
Gloucestershire
GL20 6DF

head@twynning.gloucs.sch.uk
01684 293577

date

Dear Parent/Carer,

Name of Student: XX

I am writing to bring your attention to the fact that your child's attendance currently stands at XX% for the Academic Year. This is lower than the school's minimum attendance target of 96%.

Your child's attendance will continue to be monitored and I hope it will improve to the 96% mark.

We appreciate that there may be genuine circumstances for your child's absence from school and if you wish to discuss this further, please ring Mrs Bowen to arrange an appointment to see me.

Regular attendance and good punctuality are obviously crucial for a pupil to reach their potential and achieve to the best of their ability.

I would like to take this opportunity to remind you that all absences and reasons for late arrival should be either reported via the School Spider App, by contacting Mrs Bowen on 01684 293577, or emailing admin@twynning.gloucs.sch.uk.

Thank you for your support.

Yours sincerely

Miss L Gladstone
Headteacher

ATTENDANCE	
EXCEPTIONAL	Attendance is 99% or higher Always in school on time.
GOOD	Attendance is 96% or higher Rarely late for school
ROOM FOR IMPROVEMENT	Attendance falls below 96% Sometimes late for school
CAUSE FOR CONCERN	Attendance is below 90% Often late for school