



Twynning School  
Twynning Green  
Twynning  
Gloucestershire  
GL20 6DF

Date

address

name

Dear name

Absence records for name

I have tried to contact you yesterday and today regarding name absence from school, with no response.

Please could you contact me as a matter of urgency to advise me of the reason for name not being in School on date?

Their absence has currently been recorded on our official register as ***unauthorised.***

Name's attendance percentage stands at % which equates to almost x days of school a year missed. This is very concerning, as name are now falling behind in class.

Please could you telephone me or call in to see me when you bring the girls to school tomorrow.

I look forward to hearing from you.

Mrs Lucy Halling  
Headteacher.