



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 appreciate that we have spoken on a number of occasions regarding XX's attendance and that you have been in regular contact with the school regarding your worries.

XX's attendance for this academic year is XX% with XX days off school since XX and this remains a cause for concern. Attendance that falls under 90% falls into persistent absence. At Twynning, the school's minimum attendance target is 96%.

At Twynning School, we value parental input and welcome the opportunity to support and work together. With this in mind, I would like to invite you to a meeting next week to discuss the barriers and identify any further support that the school can offer. Please call me on 01684 293577 or email me at head@twynning.gloucs.sch.uk to confirm receipt of this letter and to arrange a suitable time to meet.

I appreciate you have sometimes notified the school of absences due to personal family circumstances and illness; however, we must now ask that you provide us with medical evidence supporting your child's non-attendance.

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.