



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:**

I am writing to inform you that your child's attendance has continued to fall, resulting in an attendance level of X%. This falls significantly below the school's minimum attendance target of 96%.

I appreciate that you have already met with me to discuss concerns around your child's attendance to school. However, X's attendance has now dropped to X%.

I would therefore like to invite you and X to attend a meeting with me and XX, our Family Support Worker, to discuss these concerns further on (insert date). Please can you confirm receipt of this letter and attendance at the meeting by contacting Mrs Bowen via email at admin@twynning.gloucs.sch.uk or phone 01684 293577.

I must advise you that if you fail to attend or rearrange this meeting and your child's attendance does not improve, we may have to refer this matter to the County Council Inclusion Service for further action.

Please do not hesitate to contact me should you wish to discuss this matter further.

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