



Woodlands Primary School & Nursery

Sundridge Park
Yate
South Gloucestershire
BS37 4HB
Telephone 01454 866535
Email: admin@woodlandsprimaryyate.co.uk
Website: www.woodlandsprimaryyate.co.uk

Dear

Re: DOB:
Attendance
Number of sessions missed:
Number of days missed:

I am writing to you with regards to your child's current attendance as shown above as part of our commitment to promote outstanding attendance at our school. Regular school attendance is an important part of giving children the best possible start in life. Indeed, regular attendance is linked to academic progress and social involvement within school.

I have also enclosed the current attendance register for this academic year so far for your reference. You may or may not be aware that the school's attendance target for all students is 96%, in line with government figures.

We wish to work in partnership with parents, and if you would like any support we would welcome an opportunity to catch up and talk through any supportive actions that we can put in place in order to improve attendance. Please be reassured that we do understand reasons for absence such as illness or an emergency medical appointment.

We will continue to monitor your child's attendance and you may be asked to come into school for a meeting to discuss this further if it continues to decline.

Yours sincerely

Mrs R Dean & Mrs H Coggins
Head Teacher & Pastoral Manager