



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:

Attendance:

's current attendance is % (see attached attendance register) which may impact attainment and progress at the school and is raising a concern.

We would like to invite you to attend a School Attendance Meeting to discuss this on:

Date:

Time:

The purpose of this meeting is to discuss how the school can support you and to work together to improve attendance.

If you have any medical evidence relating to their absence please bring it with you to the meeting. Medical evidence can be a note from a health professional, a copy of a prescription or prescription box/bottle or an appointment letter for a medical appointment or dentist. Please be aware that if this evidence is not received the school will not authorise the absence.

Yours sincerely

Mrs Dean and Mrs Coggins