Lealands High School
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Website: www.lealands.luton.sch.uk
Headteacher: Mr S Ward *BA (Hons) PGCE, NPQH*

[DATE]

Dear [SHORTGUARDIANNAME]

I am writing to you regarding the attendance of your child, [STUDENTFNAME].

It has come to my attention that [STUDENTFNAME]'s attendance has become a concern due to falling below our expected attendance of 97% over the last ten weeks.

I would like to inform you that we regularly monitor the attendance and punctuality of students. There is strong evidence to show that achievement levels are directly impacted upon by attendance.

Our records show that you have provided reasons for some of these absences. However, may I take this opportunity to notify you that, with effect from the date of this letter, all further absences may be marked as unauthorised if we do not receive appropriate evidence for the absence, such as medical evidence.

We understand that sometimes children are genuinely ill and of course you must be the judge of this. When your child is unwell, it can be hard deciding whether to keep them off school or whether or not to send them in, however the NHS have provided a helpful guide to support you in making this decision. https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/ .

If you believe your child is genuinely unfit for school, please contact the school and leave a message on the absence line requesting a call back. The absences may still be unauthorised depending on reasons given.

If there are any issues which you would like to discuss, please do not hesitate to contact me on 01582 611600, ext. 315XXX in order to arrange an appointment to discuss this at a mutually convenient time.

Please note, if attendance does not improve, this could be referred to the local authority.

I hope that we can work in partnership to improve the current situation and [STUDENT NAME]'s attendance levels.

Yours sincerely

[PSM NAME]
Pastoral Support Manager