



Colburn Community Primary School
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Website: www.colburn.n-yorks.sch.uk
Head Teacher: Mr Y Abdo
Deputy Head Teacher: Miss D Nicholas

Date : XX/XX/XX

Dear XXXX

Attendance – Cause for Concern

I wish to draw your attention to the enclosed registration certificate for your child.

He/she has only achieved XX % attendance so far this academic year. As an acceptable level of attendance is a minimum of XX%, (school target is XX) the school are concerned about this level of absence.

Irregular school attendance may have a serious impact on your child's academic progress if it is allowed to continue. You as parent are legally responsible to ensure that his/her regular and punctual attendance is maintained.

We understand there may at times be unavoidable and genuine reasons for your child's absence. The school should be informed of this as soon as possible.

However, if your child continues to have absences from school, you may be requested to provide medical or other evidence before any further absence can be authorised. Medical evidence can be in the form of a doctor's note, appointment card or prescription.

Should you have any queries, or require further support, please do not hesitate to contact me on the above telephone number.

Yours sincerely,

Mr Y Abdo
Headteacher



'Believe and Achieve'