



Colburn Community Primary School  
Colburn Lane  
Colburn  
North Yorkshire  
DL9 4LS  
Tel: 01748 832676  
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Website: [www.colburn.n-yorks.sch.uk](http://www.colburn.n-yorks.sch.uk)  
Head Teacher: Mr Y Abdo  
Deputy Head Teacher: Miss D Nicholas

Date : XX/XX/XX

Dear XXXX

### **Persistent Absentee – Request for Meeting**

There are concerns regarding your child's attendance this current academic year, which currently stands at .....%. This level of attendance is below the threshold by which the Department for Education (DfE) defines a pupil as being a persistent absentee (90% and below). This can seriously affect your child's academic progress if allowed to continue.

All parents who have children of compulsory school age have a legal responsibility to ensure that they receive an efficient education.

Parents whose children are registered at this school are therefore responsible for ensuring that they attend regularly, punctually and stay in school during school hours. Failure to do so is an offence under Section 444 of the Education Act 1996.

I would like to meet with you to discuss this matter further and look at ways we can work together to improve the situation. Would you therefore please contact school on the above telephone number to arrange a mutually convenient time. Thank you.

Yours sincerely,

Mr Y Abdo  
Headteacher



*'Believe and Achieve'*