«salutation»

«address\_block»

«date\_of\_printing»

Dear «salutation»,

We have noticed that **«chosen\_forename»** is oftenabsent in the mornings.

We know that mornings can be difficult for some pupils, and are keen to help to improve **«chosen\_forename»**’s attendance.

We would love to talk to you to discuss avenues for support to help **«chosen\_forename»** attend school well.

Please contact me via Edulink or the school email – oakfield@oakfieldacademy.org.uk to make an appointment or arrange a phonecall.

Yours sincerely,

Head of Year