

### Letter 3 Absence sharing information

Dear «salutation»,

Since we last wrote to you «chosen\_forename»'s attendance has failed to improve significantly, and is now at «percentage\_attendance»% with .... Unauthorised absences and .... Authorised absences. This is below what we expect and to put this into perspective 90% attendance is equivalent to missing 19 days of school per year.

When looking into the reasons why «chosen\_forename» has been absent from school, we noticed that the majority of the absence was linked to illness and/or medical reasons.

Due to the level of illness and/or medical absence, I must ask that if any further absence occurs, information must be received by the school that shows why «chosen\_forename» has been absent and that «he\_she» is being supported by a Doctor. Some examples of information that could be used are: Prescriptions, Appointment Cards, Doctor's Notes, e.t.c.

If this information is not shared with us when your child returns after an illness or medical absence, your child's absence will be recorded as an "**unauthorised**" absence. We will of course take into consideration any particular circumstances however we have a duty of care to ensure our pupils best interests are met.

We would appreciate your support to make sure «chosen\_forename»'s attendance improves. The school will continue to monitor the situation and will be in touch again if it does not improve. At 8unauthorised absences (4 school days) we may issue a Warning Penalty Notice. There is a possibility a referral may also be made to Team Around the School (TAS) to identify whether a referral to the Education Safeguarding Services is appropriate.

Thank you for your cooperation.

Yours sincerely,

Head of Year