



St Bernadette's Catholic Primary School

Live the Gospel and when necessary use words

Dear Parent/Carer

RE: _____ *Persistent Absentee*

Your child's current attendance this academic year is no at ??%

You were recently invited to a meeting at school to discuss your child's attendance.

Unfortunately, you were unable to attend this meeting.

A further meeting has been arranged at school on **(insert date and time)**. If this date and time is also unsuitable for any reason please contact us as soon as possible and we will be happy to re-arrange to a more convenient time.

It is important that we work together to improve your child's attendance. At this meeting we can discuss opening an Early Help Assessment to support an improvement in attendance and explore any help that may be needed for the whole family.

I enclose a copy of your child's current attendance record, which as you can see is well below the minimum acceptable level of at least 90%

Please contact school on 0191 6433400 to conform your attendance.

Thank you for your support in this matter.

Yours sincerely

Mrs Fallon