

**NURSERY LETTER 1**

«addressee»

«address\_block»

«date\_of\_printing»

Dear «addressee»

Child's Name: «forename» «surname»

DOB: «date\_of\_birth»

Form Group: «reg»

Attendance: «percentage\_attendance»%

Dear Parents,

At <<SCHOOL NAME>> we have an attendance target of at least 97% for each pupil. As low attendance at school may be an indicator of a possible safeguarding issue or help identify if a child or family is in need of support, we closely monitor this on a regular basis.

Through our regular monitoring of attendance, it has come to our notice **that** <<NAME>> has had quite a lot of time off school so far this year.

The attendance figure we have for << NAME>> stands at <<00.0%>> which is significantly lower than our overall school target of 97%.

While we appreciate that <<PERSONALISE REASONS FOR ABSENCE>> it is important to point out that this level of absence is likely to be affecting their progress.

Once children turn 5, the Local Authority Education Welfare Officer (EWO) may get involved where attendance is of concern. We hope that <<NAME'S>> attendance will begin to show an improvement so that future EWO intervention will not prove necessary.

If you feel that you may benefit some additional support or advice to help improve your child's attendance or would like to discuss your child's attendance in more detail, please don't hesitate to contact me.

Thanking you in advance for your co-operation in this matter.

Yours sincerely

Headteacher