



Caedmon Primary School

Attlee Road, Grangetown, Middlesbrough, TS6 7NA

Tel: 01642 453187

Email: school@caedmon.rac.sch.uk

Headteacher: Mr S. McLean

Attendance Concern

Dear Parent/Carer,

As you will be aware, it is important that children attend school each day. Children who are in school every day achieve better than those children who are not in school.

At the moment, your child's attendance is __%, which is below the 96% attendance rate that we expect as a school. As a result of this, your child will be placed onto the **attendance concern register**. Your child will remain on the attendance concern register until attendance is 96% or above. If attendance does not improve, a referral could be made to the Attendance Welfare Officer (AWO) who works for the Local Authority.

Please send your child to school, even if they are unwell. If we think they should not be in school, we will send them home.

We require medical evidence to authorise any absences. This evidence can be an appointment card, letter or prescribed medication.

If you would like to discuss this matter further, please do not hesitate to contact me further. Alternatively, you can speak to the headteacher.

Yours sincerely,

Mrs D. Hutchinson

Attendance Officer



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