

# CHBP School Federation

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**Executive Head: Mr Andy Griffiths**

**Head of School: Miss Jo Porter**

Date

Dear parent/carers,

**Re: Attendance**

It has been brought to my attention that **your child's** attendance has slipped to below 85%. This means that **she/he** has missed a significant amount of the Reception teaching and learning so far this year, which is likely to impact **her/his** progress and attainment.

The national expectation is for attendance to be **above 96%**, which is considerably higher than **your child's** current attendance.

The Education Welfare Officer has access to our records and may well be in touch to discuss this matter further but, in the meantime, if you would like to discuss your child's attendance with myself then please make an appointment with the office.

I hope that you will make every effort to ensure your child's attendance improves and look forward to supporting your further needs should you require it.

Kind regards,

Jo Porter  
Head of Schools