

NORTH EALING PRIMARY SCHOOL

Pitshanger Lane
London W5 1RP

Tel: 020 8997 2653

Fax: 020 8810 7609



«date_of_printing»

«salutation»

«address_block»

Dear «salutation»,

Re: «forename» «surname»

Class: «reg»

Attendance: «percentage_attendance» %

According to our records «forename»'s attendance has dropped to «percentage_attendance»%.

The North Ealing Primary School attendance target is 96.9% and any child with attendance lower than 95% is closely monitored by School Attendance Officer.

If attendance will not improve the child might be referred to the Local Authority.

North Ealing Primary School reserve the right to unauthorised absences when dates are frequently connected to weekends or late marks occur after the register has closed at 9.15am.

Please contact us if there are any particular circumstances which have had or might continue to have a bearing on «forename»'s attendance and punctuality.

Yours sincerely



Mrs Sally Flowers

Headteacher