

# 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 for this academic year is 96.9%.

Any child with attendance lower than 90% is considered to have persistent absence and is referred to the Local Authority.

Thank you for communicating with the school about «forename»'s absence. We shall now be asking you to provide **medical evidence** when «forename» is unwell. This can be a prescription, hospital letter or GP appointment card. You do not need to pay for a medical certificate.

Please remember that we are able to administer antibiotics in school.

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

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