



# Beckingham Primary School

Head teacher: Mrs C Furniss NPQH

"Ensuring every child succeeds and THRIVES becoming a life-long learner, prepared for the world of tomorrow"

The Limes, Beckingham, Doncaster, South Yorkshire, DN10 4QN

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Date

Dear Parents/carers,

## **Attendance Letter 3**

As you are aware, we monitor the attendance and punctuality of the children closely at Beckingham Primary School.

Under DfE guidance, it is our duty to inform you that your child's attendance is approaching cause for concern, as it has fallen **below 92%** between ..... and ..... and currently stands at.....%. This calculation includes sickness, authorised and unauthorised absences. Enclosed is a copy of your child's attendance grid that shows the absences or late marks.

Your child is now at risk of being categorised as a persistent absentee if they fall below 90% attendance.

In order to help improve ..... 's attendance, we would like to offer you an informal support meeting to discuss any needs the school is unaware of. We can also discuss whether there are any barriers preventing ..... being able to attend school regularly and identify any targeted support we can offer in school to help them.

To arrange a meeting, or if you have any queries, please email or call the office.

Thank you for your continuing support.

Yours sincerely,

Clare Furniss

