«addressee»

**Pupil:** «full\_name» **Year:** «year» **Class:** «reg»

**Current Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Present (%)** | **Authorised Absences (%)** | **Unauthorised Absences (%)** | **Lates** |
| «percentage\_attendance» | «percentage\_authorised\_absences» | «percentage\_unauthorised\_absences» | «total\_lates\_both» |

Dear «salutation»

Types of Absence Each absence is classed as **authorised** or **unauthorised**. Absences are coded as *authorised* where reasons are considered valid and *unauthorised* where no explanation or unacceptable reasons are given.

The following reasons are not acceptable:

♣ shopping visits

♣ care for family members

♣ days out to theme parks or to attend concerts/shows

♣ parents’ work commitments or business trips

♣ holidays taken in term time (including long weekends taken on Fridays and/or Mondays)

♣ parental illness

«chosen\_forename» has now exceeded the current allowed unathorised absences over a 10 week period.

Number of Unauthorised Absences over a 10 week period. **«total\_unauthorised\_absences»**

**Dates of Unauthorised Absences**

|  |
| --- |
| **«dates\_of\_specified\_codes»** |