



Evelyn Street Primary Academy & Nursery

Evelyn Street

Warrington

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Headteacher: Mrs L Smith

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APPENDIX 2

DATE

Dear Parent/carer of NAME OF CHILD

Following our recent attendance monitoring for the period **, I am pleased to inform you that NAME OF CHILD attendance has increased to %

This is a positive increase and we are pleased with the progress made.

Government guidelines are as follows:

Above 99% - excellent

95-98% - acceptable (Evelyn Street School Target 97%)

Below 95% - unacceptable

I hope to see a continuous improvement in attendance over the next half term but if in the meantime you have any concerns, worries or any other issues we may be able to help with, please let us know and we shall do our very best to help you.

Yours sincerely

Mrs L. Smith

Executive Headteacher

