



# Evelyn Street Primary Academy & Nursery

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Headteacher: Mrs L Smith

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## APPENDIX 4

### DATE

Dear Parents/Carer of NAME OF CHILD

We have reviewed NAME OF CHILD attendance in light of the fact you have reported a further absence for NAME OF CHILD today.

Currently NAME OF CHILD attendance is only % this is below average and well below the expected standards of Evelyn Street School.

Whilst at times we understand and accept there has been genuine illness we will not accept any further absence from school for illness reasons unless we have medical evidence. This could be in the form of a doctors appointment card/text/email or an e-consult note from your surgery.

We cannot emphasise enough the importance of regular school attendance and in light of our significant concerns I must inform you we are completing a referral form to Warrington Borough Council Education Welfare Service for NAME OF CHILD.

If you have any questions or if there is anything we can do to help you improve NAME OF CHILD attendance, please let us know.

Yours sincerely

Mrs L. Smith

Executive Headteacher

