

Term 1 Below National Target

Dear (Parent/Carer Name)

This is to make you aware that (pupils name)'s attendance is currently standing at (Year to Date percentage). There is no need to respond to this email, but we are simply making you aware that this is currently below the government target of 96%.

Please be aware that this is a templated email which is being sent to all parents/carers at WFPS where attendance is between 93-96% after Term 1.

Kind regards

School Attendance Team

\* Mail merge fields highlighted in red