



**Waverton Community Primary School**

Common Lane Waverton

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**Head Teacher: Mr Simon Talbot, BEd (Hons), NPQH**



*“Working together to achieve high standards in a welcoming, caring community, where everyone feels valued, respected, safe and happy.”*

Our Ref:

Dear

**Re:**

I am writing to you with regards to XXX attendance at School. As you can see from the enclosed Registration Certificate, currently XXXXX attendance is at XXX%. The national expectation for all schools is that students should maintain at least 95% attendance, with attendance below 90% classed as Persistent Absenteeism.

I also note that XXXX has had XXXX broken weeks where at least one morning or afternoon session has been missed.

Whilst we accept children can be unwell and should not be in school, good attendance at school is vital if students are to achieve their full potential. If they are not in school, they are not learning. One half-day a week off school for a full year adds up to 19 days in total which is almost four school weeks.

If there are any issues that I need to be aware of please contact the School Office to arrange a meeting with me at your convenience.

Yours sincerely,

Simon Talbot  
Head Teacher