



Willowfield Street,  
Bradford,  
BD7 2AH

Monday, 05 December 2016

Dear Parent/Guardian

As part of our attendance procedures we monitor every pupil's attendance on a daily basis. When a child's attendance percentage drops to below the school target of 96%, we monitor more closely and put certain actions in place.

Indicators show that your child's attendance has dropped below 90%, please see attached attendance summary.

As your child is currently in Year 6 and it is a really important year in your child's academic career, I will be closely monitoring their attendance and hope to see significant improvement over the next term.

I understand that in some cases this will be due to illness or other circumstances out of your control, so I ask you to please be mindful regarding future absence. I hope that with our parent and school partnership we can work together to improve your child's attendance.

Yours sincerely

Mr R Lewis  
Headteacher