



Hillbourne Primary School

Headteacher

Mrs Laura Bennett BEd

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Every Child, Every Opportunity'

Date

Dear {Inset parent/carer name}

Attendance Meeting Invitation

We are writing to you because your child was identified as **Persistently Absent** during the last academic year. A child is considered persistently absent when their attendance falls below 90%.

We recognise that there can be many reasons why attendance becomes a concern, and we would like to work together with you to ensure your child receives the best possible support. We therefore invite you to attend a meeting to discuss your child's attendance and explore any support that may help improve their attendance and punctuality.

Meeting Details

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

If you are unable to attend, please contact the school office so that an alternative appointment can be arranged.

Why Attendance Matters

Regular attendance is essential for children to achieve their full potential. When children attend school consistently, they benefit from:

- Better progress and attainment in learning.
- Improved confidence and social development.
- Stronger friendships and relationships with staff and peers.
- Access to the full curriculum and enrichment opportunities.



Even occasional absences can have a significant impact on a child's education. Missing lessons can make it difficult for children to keep up with their learning and may affect their academic progress, wellbeing, and confidence in school.

Attendance Expectations

The expectation for all pupils is to achieve attendance of **96% or above** wherever possible. Parents have a legal responsibility to ensure their child attends school regularly and arrives on time each day.

We encourage all parents and carers to familiarise themselves with our Attendance Policy, which can be found on our school website:

[Attendance - Hillbourne Primary School](#)

Support and Next Steps

Our priority is to work in partnership with families to improve attendance. During the meeting, we will discuss any barriers that may be affecting your child's attendance and identify any support that may be available.

Whilst we are committed to providing support, it is important to be aware that where attendance concerns continue without improvement, the school may need to follow formal attendance procedures. This could include referral to the Local Authority Attendance Service and, where appropriate, consideration of legal interventions.

We hope that by working together we can ensure your child attends school regularly and has every opportunity to succeed.

We look forward to meeting with you.

Yours sincerely,

Laura Bennett

Laura Bennett
Headteacher

