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14/09/2026

Mrs Jane Sample
Sample House
123 Sample Street
Sample District
Sampletown
County Sample
EX1 2PL

Name: Jonathan Sample - DOB: 01/01/2012

Class: 9A

Initial Concern Letter

Dear Mrs Sample

As you are aware Hart Plain Junior School monitors the attendance of students. As part of our commitment to improving the attainment of our students we formally monitor attendance to identify any student whose attendance causes concern. We then issue a first letter to register our concern with parents/carers.



During this routine monitoring of attendance, we have noticed that Jonathan's attendance is currently 83.3%. This is below the expected level of attendance.

At Hart Plain Junior School we value and reward good attendance as research shows that your child is more likely to achieve their academic attainment if they have a good attendance record. The information below illustrates the impact that poor attendance can have on your child's educational success.

- **Above 97%: Less than 6 days absence a year**

Students in this group will almost certainly get the best grades they can, leading to better prospects for the future. Students will also get into a habit of attending school which will help in the future.

- **95%: 10 days absence a year**

Students in this group are likely to achieve good grades and form a habit of attending school regularly. Students who take a 10 day holiday during term time every year can only ever achieve 95% attendance.

- **92%: 15 days absence a year**

Students in this group are missing three weeks of school per year; it will be difficult for them to achieve their best. The school may consider referring students with this level of attendance to the Local Authority.

- **90%: 19 days absence a year**

The Government classes students in this group as 'Persistent Absentees' and it will be almost impossible for them to keep up with work. Parents of students in this group could also face the possibility of legal action being taken by the Local Authority.

Please ensure that over the coming weeks your child's attendance improves to meet the minimum expected level of **97%**.

We can support you and your child around any attendance issues you may have, therefore please do not hesitate to contact Sarah Atkins via email at s.atkins@hartplain-jun.hants.sch.uk or via the school telephone number 02392 263200 should you wish to discuss this further.

Thank you for your cooperation and support with this matter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'C Faithfull', written in a cursive style.

Charlotte Faithfull

Headteacher