



## Letter 2

Dear «salutation»

Having studied the current percentage attendance data, it has been brought to my attention that «forename» has a worrying number of absences. A registration certificate is enclosed for your information.

We will need to monitor future attendance percentages and if this continues to be a concern we may need you to provide medical evidence to ensure continuation of authorised medical absences.

Some examples of evidence that could be used are: Prescriptions, Appointment cards, Doctor's notes etc.

It is a parent's legal responsibility to ensure the regular and punctual attendance of their child at school under the Education Act 1996. We work closely with the Education Welfare Service and therefore may refer to them if unauthorised absences accrue.

Please contact me if there is anything that we can do to support you with ensuring your child's full attendance at school.

Thank you for your support.

Yours Sincerely

Head of Year

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Head Teacher: Miss Emma Wilkes | Chair to the Governors: Mr Tim Cutting

Oakfield Academy, Oakfield Road, Frome, Somerset BA11 4JF T: (01373) 462539/463832 F: (01373) 453370  
E: [office@oakfield.somerset.sch.uk](mailto:office@oakfield.somerset.sch.uk) W : [www.oakfieldacademy.co.uk](http://www.oakfieldacademy.co.uk)

Oakfield School Academy Trust, Oakfield Road, Frome BA11 4JF. Company number 7694044 registered in England.