

APPENDIX D – PARENTAL INITIAL WARNING LETTER

Date

Parents Name

First line of address

Second Line of address

Postcode

Dear

Low attendance – warning of parental entry.

I am writing to express my concerns over name's attendance to his/her subject lesson.

He/she has missed several lessons now and his/her attendance is well under 90%. If students do not attend at least 90% of lessons we cannot prepare them sufficiently for exams and coursework. If name does not show an immediate improvement then we will have to withdraw him/her from the exams or he/she will have to pay and be entered as a parental entry.

If you need to consider this matter further, please do not hesitate to contact me.

Yours sincerely

X X X

Subject Leader: XXXXXX