

Dear Parents/Guardians,

We hope this message finds you well. This letter serves as a reminder regarding our school's attendance policy.

Regular attendance is crucial for your child's academic success. To ensure that all students benefit from the educational opportunities provided, we ask that you adhere to the following guidelines:

- Students are expected to attend school every day unless there is a valid reason for absence.
- If your child is unable to attend school, please notify the school office by **8:00 AM** on the day of the absence.
- After **3 consecutive absences**, a meeting will be scheduled to discuss your child's attendance.
- Excessive absences may result in key academic difficulties and may require additional support interventions.

We appreciate your cooperation in ensuring that our students maintain a good attendance record. Should you have any questions regarding this policy, please do not hesitate to contact the school office.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]