



Elms Bank
School & College

Excellence for All

Our ref:

Date

Dear Parent/Carer

Re: Name's Attendance

I am writing to inform you that Name's attendance currently stands at 100% with 0% authorised absences and 0% unauthorised absences.

Good attendance at school or college will have a positive impact on your child's learning. Thank you for supporting Name in achieving beyond the 93% target for every student that attends Elms Bank. I am sure you will continue with this in the future.

If you feel you would like some support in achieving the 93% target, or have any queries or concerns, please do not hesitate to contact the Pastoral Team on 0161 766 1597 (school) or 0161 674 0249 (college).

Yours sincerely

Mrs Langley-Sadler
Headteacher

Headteacher: Mrs Orienne Langley-Sadler

Ripon Avenue, Whitefield, Manchester M45 8PJ



0161 766 1597



enquiries@elmsbank.co.uk



www.elmsbank.co.uk

Part of the

Oak
Learning Partnership



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School & College

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Our ref:

Date

Dear Parent/Carer

Re: Name's Attendance

I am writing to inform you that Name's attendance currently stands at 91.87% with 7.72% authorised absences and 0.41% unauthorised absences and this is below the 93% attendance target for every student that attends Elms Bank.

Good attendance at school or college will have a positive impact on your child's learning and I am sure that you would support Name in achieving beyond the 93% target, where possible, in the future.

If you feel you would like some support in achieving the 93% target, or have any queries or concerns, please do not hesitate to contact the Pastoral Team on 0161 766 1597 (school) or 0161 674 0249 (college).

Yours sincerely

Mrs Langley-Sadler
Headteacher

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Our ref:

Date

Parent/carer name

Address

Dear Parent/carer name

I am writing concerning Name's absence today. Unfortunately, as we have had no correspondence from yourselves regarding Name's absence, we have had to do a home visit. On this occasion we have been unable to contact you and would now ask that you contact Elms Bank as a matter of urgency.

Yours sincerely

Alison Morrell
Deputy Headteacher

Headteacher: Mrs Orienne Langley-Sadler

Ripon Avenue, Whitefield, Manchester M45 8PJ



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