



A: Banks Road, Garston, Liverpool, L19 8JZ | Headteacher: Mrs L Gibson | T: 0151 427 4360
E: banksroad-ao@banksroad.liverpool.sch.uk

Date: _____

Dear Family of _____

Your child's attendance this term is _____ % and they have _____ unauthorised absences. This means that we will now be formally monitoring your child's attendance for 20 school days, starting from _____ and ending on _____. You are at risk of receiving a penalty notice fine of £60 if your child has any further unauthorised absences during this time.

We would like to help prevent this fine, and support you to improve _____'s attendance so that he/she is getting the most out of his/her education. Please return this letter, or contact the school office, so that we can arrange a suitable time to discuss the support that we can provide.

Yours Sincerely,

Ms. L Dabner
Pastoral Lead

Contact preference (Please tick preferred option):

☐ In person meeting ☐ Phone-Call - Number _____

Morning availability (Please tick preferred days and state the times you are available):

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Time available: _____