



“Believing is Achieving”

Dear parents/carers,

I would like to take this opportunity to introduce myself to you all; I am Dawn Thompson an Attendance Consultant who will be working closely with Shepwell School.

As you may be aware the school are working very hard to improve both attendance and punctuality and my role will be to meet with parents to discuss any concerns regarding below acceptable attendance levels or excessive lateness.

I will carry out home visits on behalf of the school to discuss reasons for absence and offer support to assist with any issues that may be preventing your child from attending on a regular basis or on time.

I look forward to working with the school and parents/carers and thank you in advance for your support. If you have any questions regarding attendance please inform school and I will happily contact you direct to discuss any issues you may have.

Yours sincerely,

Dawn Thompson

Attendance Consultant