



Pondhu
Primary School

Headteacher: Mrs D Tregellas B.Ed
Assistant Headteachers: Mrs S Parekh & Mr N Cooper
Penwinnick Road, St Austell, Cornwall. PL25 5DS

T: 01726 74550
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www.pondhu.cornwall.sch.uk

Name and address

Date

Dear*name*....

Your child has not been in school today*date*.... We have tried to contact you to find out why your child is absent so that we can allocate a reason for the absence, which is currently recorded as 'N - No reason yet provided for absence'.

Please call or email us as soon as possible so we are able to confirm the reason for your child's absence as any absence that is not authorised may make you liable for prosecution or fine under the Education Act (1996).

Yours sincerely,

Claire Hollebon
Parent Support Advisor