



Meadowhead School

Academy Trust

Dyche Lane
Sheffield
S8 8BR

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Headteacher

Kam Grewal-Joy

Deputy Headteachers

Steve Bacon

Tamsin Woodward

Mr J. Parent,
3 Somewhere Street,
Sheffield.
S8 8BR

Dear Parent/Carer of **Student A**

Re: Attendance Concern

We are writing to invite you to a meeting at Meadowhead School with the Pastoral Manager, and the Education Welfare Officer to discuss concerns regarding your child's attendance. This meeting will enable us to offer support and discuss interventions available to you.

The meeting has been arranged for (time and date)

We would appreciate your support and attendance at this meeting,

Yours sincerely

Meadowhead Attendance Team

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