

# SCHOOL ATTENDANCE LETTER

School Name: \_\_\_\_\_ Reference No.: \_\_\_\_\_

## Student Details:

Full Name of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Year/Class: \_\_\_\_\_

Home Address: \_\_\_\_\_

## Attendance Details:

Attendance Period: \_\_\_\_\_

Number of Days Attended: \_\_\_\_\_

Number of Days Possible: \_\_\_\_\_

## Declaration:

This is to certify that the above-named student has been enrolled and attending the school during the period specified above. The attendance record provided is accurate to the best knowledge of the school administration. This letter is issued for the purpose of confirming the student's attendance as requested by the parent/guardian or relevant authority.

## Compliance and Legal Notice:

This attendance letter is issued in accordance with the Education Act 1996 and other relevant UK legislation. The school confirms that all records are maintained following statutory requirements. Any misuse or falsification of this document may lead to legal consequences under UK law. This letter shall be valid only if signed by an authorised school official and stamped with the school's official seal.

**Signature of Headteacher / Principal**

**Signature of Registrar / Official**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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