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Date:

Dear

School Attendance Consultative Group Meeting

The very irregular attendance and punctuality of your child
a registered pupil atSchool has been
reported and in order that this matter can be fully discussed with you, a meeting has been
arranged for;

Date:

Time:

Venue:

The function of this meeting is to enable you, as parent to discuss any problems your child may be experiencing at school. It will also give you an opportunity to meet with school staff to be informed of your child's progress at school and for you to state the reasons for your child's poor attendance and punctuality. At the meeting a Senior Education Welfare officer will explain to you the responsibility you have as parent and the legal procedures the local authority can institute, although it is anticipated that any such problems can be resolved during the meeting.

If you do not attend the meeting and no reason for your absence is received, your child's attendance and punctuality will be discussed and a decision taken of which you will be notified. If however you contact the Education Office on the above telephone number and give prior notice of your inability to attend, a further meeting will be arranged, details of which you will be notified.

Yours sincerely

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Date:

..... Owon,

Ìpàdẹ̀ Ìgbìmò ti o nse àpérò Nipa Wiwá S'ílẹ̀ Èkó

Òrò aima wa s'ílẹ̀ èkó deedé omọ yin..... ti o je òkan ninu awon omọ ile èkó ti wá sí etigbo wa, nípasẹ̀ ki a lè ba yin so oro yi lekunre, a ti pe ìpàdẹ̀ pelu yin ni

Ojó:

Àkókò:

Yàrá ìpàdẹ̀:

Kókó ìpàdẹ̀ yi ni lati fun yin ni eto, gege bi obi omọ na, lati s'alaye isorokisoro ti omọ yin ba n ni ni ile èkó. ìpàdẹ̀ nā yio tun fun yin ni anfani l'ati mo awon osise ile èkó yi, ti won yio si so fun yin bi omọ yin se n se ni ile èkó, e o tun ni anfani lati s'alaye idí tí omọ yin ò se ki n wá si ile èkó deedé. Ni ìpàdẹ̀ yi, Oga kan ti o n bójútó aláfia awon omọ yio s'alaye nipa etó yin gegé bi òbí; yio si tun s'alaye awon eto yin l'abe ofin ti ijoba ibile yi fi lélè, bi o ti le je wipe a lè pari wahala yowu ti o ba wa ni ìpàdẹ̀ na.

Ti e ò ba wá sí ìpàdẹ̀ yi ti a o si ri idí kankan ti e o fi wá gba, a o jíròrò l'ori aiwa s'ile iwe deedé omọ yin, a o si so ohun ti o kàn fun wa lati se l'ori oro yi. A o fi ipinu wa to yin l'eti. Amọ, ti e ba je ki a mo wipe e o ni le wa si ìpàdẹ̀ na, a o pe ìpàdẹ̀ miran, ti a o fi to yin l'eti pelu.

Tiyin ni tootọ,

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