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Date: .....

Dear .....

**School Attendance Consultative Group Meeting**

The very irregular attendance and punctuality of your child .....  
a registered pupil at ..... School 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: .....

Kwa.....

**MKUTANO WA KUDI LA KUSHAURIANA SWALA YA KUHUDHURIA SHULE**

Mtoto wako .....aliyesajiliwa katika shule ya .....ameripotiwa kuwa anakosa kuhudhuria shule mfulizo, na mara zingine husherewa kufika shuleni. Ili hilo jambo litatuliwe kamwe, mkutano umepangwa kama hapa chini:

**Tarehe(date):** .....

**Saa (Time):** .....

**Mahali ya mkutano(venue):** .....

Kusudi la mkutano huu, ni ilikukuezesha wewe kama mzazi, kuzungumza matatizo yeyote anayopata mwanao shuleni. Pia itakuwa fursa yako ya kukutana na watumishi wa shule na utaarifiwa anavyoendelea mwanao katika shughuli zake za masomo na pia hata wewe utaweze kueleza jinsi za mtoto wako kutohudhuria shule mara kwa mara na kwa nini wakati mwingine huchelewa kufika shuleni. Katika mkutano huu, kutakuwa na moja wa wakuu wa kustaawi masomo na atakuarifu kuhusu jukumu lako kama mzazi, na pia utaratibu wa sheria ile serikali ya mtaa inaweza kuchukua dhidi yako, lakini angalau tunatalajia matatizo yote yatatuliwa katika kikao hiki.

Ikiwa utakosa kuhudhuria mkutano huu na jinsi zako zikose kutufikia kabla siku hio, jua kuwa tatendelea na kuzungumza kuhusu, kukosa kuhudhuria shule kwa mwanao, mara kwa mara na vile anavyochelewa kufika shuleni, na hapo baadaye uamuzi utatolewa na utajulishwa. Lakini ikiwa utaasiliana na afisi ya shughuli za masomo kwa kukitumia nambari ya simu ilio hapo juu, na kutoa noti ya sababu zitakazo kukuzuia kufika ni hizi zitufikie kabla ya siku ya mkutano, utapangiwa mukutano mwingine na kujurishwa kamwe.

Ni mimi wako

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