

# Sandbrook Primary School

Headteacher: Ms C Temple  
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## Persistently Absent Child – Attendance Meeting

Dear

As you are aware, one of the development points our most recent Ofsted inspection was to reduce the number of persistently absent children as ‘too many pupils are regularly absent from school and parents do not always support the school in promoting high rates of attendance.’

The government’s expectation is that all children have a cumulative attendance of above 97% and I therefore need to make you aware that for the previous half term, your child’s attendance was actually below 90%. Please see the attached registration certificate for details. Following the guidance from DfE and Wirral, your child is now identified as being ‘persistently absent from school.’

I am now require therefore, to invite you to meet with me and discuss how we can work together to improve your child’s attendance. We certainly don’t not want your child to continue to be a child that is classed as being persistently absent from school and following the guidance, we have 15 days to show an improvement in their attendance. If in the unlikely event that your child’s attendance does not improve in this time frame, then I will be obliged to inform the local authority who will issue you a fixed penalty notice. This is absolutely not what we want to happen and I would therefore appreciate it if you could select a day and time that best suits you below.

WEEK BEGINNING				
	1:00 – 1:30pm	1:30pm – 2:00pm	2:00pm – 2:30pm	2:30pm – 3:00pm
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

Regards,

Mr Mervyn  
Deputy Headteacher

**TEAM Sandbrook – Striving Together for Excellence**

