

Newchurch Community Primary School
Glebeland
Culcheth
Warrington
WA3 4DX



Telephone: 01925 763427
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www.newchurchprimary.co.uk
Email: newchurch_primary@warrington.gov.uk

Headteacher: Mrs J Narraway

Date

Dear Parent/Carer

School Attendance Letter of Concern- No Response

Name

DOB

Each day of your child's absence from school, we must receive a phone call letting us know the reason for absence. We operate a 'First Day Response' system which will send a text message or voice message to parents if we have not already received a reason by 9.30am for absence on that day.

Unfortunately on your child was absent from school and we have not received notification for their absence. Unless we receive notification, their absence will be recorded as unauthorised. Where children have a number of unauthorised absences the case may be referred to the Local Authority School Attendance Service who check our school registers on a regular basis.

Please contact the school as soon as possible to notify us of your child's recent absence. If you are having difficulty getting your child into school I would welcome the opportunity to support you.



LOTTERY FUNDED



Yours sincerely,

Mr John Duckett

Attendance coordinator



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Warrington Inclusion Hub
Committed to Inclusion
2018-19

