

Newchurch Community Primary School
Glebeland
Culcheth
Warrington
WA3 4DX



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Headteacher: Mrs J Narraway

Date

Dear Parent/Carer

School Attendance Letter of Concern- Referral to the Local Authority Attendance Service

Name.....

DOB

Following my previous letters and contacts with you’s attendance remains a cause for concern and is only.....%.

As his/her attendance has not significantly improved, I have no further option other than to refer the case to the Local Authority. Under Section 7 of the Education Act 1996, you are legally responsible for ensuring regular attendance and punctuality of your child at school. The Government have decreed that any pupil with an attendance level of under 90% will be classed as a ‘persistent absentee’. Unfortunately your child is on track to becoming a persistent absentee and they will be falling behind in their learning.

An Attendance Officer from the Local Authority will be in contact with you and may consider a prosecution. May I take this opportunity to remind you that the outcome of their involvement will be influenced by an improvement in your child’s



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attendance at school. I would urge you to ensure your child attends school regularly from now on. If they are absent for any reason it is still a requirement that you must provide medical evidence to support their absence.

As always I am willing to discuss this matter with you further either in person or by phone. Thank you in anticipation for your cooperation.

Yours sincerely,

Mr John Duckett

Attendance coordinator



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