

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- Medical Evidence

Name.....
DOB

Following my previous letters and the meeting arranged for,
.....'s attendance is still a cause for concern and is only.....%.
Under Section 7 of the Education Act 1996, you are legally responsible for ensuring regular attendance and punctuality of your child at school.

Due to the significant number of absences you are requested to provide medical evidence to support the reasons if you decide in future that your child is too ill to attend school. This evidence may take the form of either a letter from your GP or an appointment card, date stamped and signed by staff at your GP's surgery as proof that your child has attended for treatment. It may also include a copy of a prescription or medication that has the child's name and date on it. This decision has not been taken lightly and it has been made following advice given from the Local Authority Attendance Service. If your child is now absent from school and medical evidence has not been provided their absence will be classed as unauthorised; an accumulation of unauthorised attendance could lead to legal action being taken against you.



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We would appreciate your support in this matter and hope’s attendance improves to help them achieve their potential. If you are having difficulty getting your child into school I would welcome the opportunity to support you.

Yours sincerely,

Mr John Duckett

Attendance coordinator



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Warrington Inclusion Hub
Committed to Inclusion
2018-19

