

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- Invitation to Meeting

Name.....
DOB

As I am sure you are aware, regular attendance and being punctual at school is important so that young people can maximise their educational opportunities. The Government have decreed that any pupil with an attendance level of under 90% will be classed as a 'persistent absentee' and this may trigger legal involvement from the Local Authority Attendance Team.

Following my letter dated, 's attendance is still a cause for concern and is only.....%. This level of attendance is now well below average and your child will not be achieving their targets. Absence may include times when your child has been ill and may therefore have been authorised by the school. However all school absence, whatever the reason, can prevent your child from achieving their full potential.

I would therefore ask for your co-operation in ensuring a sustained improvement in your child's overall school attendance. To discuss this further I would like to invite you to attend a meeting at the school on..... If you



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are unable to meet with me on this date will you please either let me so we can re-arrange. Please note if we do not meet to discuss your child's attendance we will consider passing our concerns on to the Local Authority's Attendance Service.

Yours sincerely,

Mr John Duckett

Attendance coordinator



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Warrington Inclusion Hub
Committed to Inclusion
2018-19

