

CAMBOURNE VILLAGE COLLEGE



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An Academy of



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Dear Parent/Carer

Re: Attendance of PUPIL NAME

Further to our previous communication, I am writing to inform you that «forename»'s attendance is still a cause for concern. I am worried that «forename»'s progress is going to be damaged by these levels of attendance and would like to arrange to meet you to discuss these concerns. Please contact me at your earliest convenience to arrange a time to meet within the next week.

As parent/carer it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. With effect from September 2015 the Department for Education has placed the threshold for Persistent Absence at below 90% attendance; «forename»'s attendance is currently «percentage_attendance»%.

«Forename»'s attendance will continue to be monitored over the coming weeks. We do need to liaise with the Local Authority with regards to attendance concerns and need to make you aware of this. If school support does not aid an increase in attendance, then formal action from the Local Authority may result. Such action could include a Penalty Notice and/or prosecution through the Magistrates' court for failing to ensure the regular school attendance of your child (including possible fines of up to £2500 and/or 3 months in prison).

Due to these concerns, **we will need to have medical evidence to authorise any future absences from school.** This could be a note from the GP, appointment cards, or prescription notes.

I look forward to meeting you to discuss any concerns you may have so we can continue to support and improve «forename»'s attendance at school.

A copy of this letter will be placed in your child's school file.

Yours sincerely

Head of Year

Cc Education Welfare Officer

Encs Record of Attendance and School Attendance Leaflet

