



King Edwin Primary School

South Avenue, Amble, Northumberland,
NE65 0ND Tel: 01665 710388

Headteacher: Lizzie Jackson Deputy Headteacher: Dawn Hunter



YOU ARE RECEIVING THIS LETTER BECAUSE YOU HAVE ALREADY RECEIVED LETTERS 1 & 2 AND THERE HAS BEEN NO IMPROVEMENT IN YOUR CHILD'S ATTENDANCE AT SCHOOL

LETTER 3(A)

(Date)

Dear

Child's Name:

DOB:

Form Group:

Attendance:

At **King Edwin Primary School** we have an attendance target of at least 97% for each pupil. As low attendance at school may help identify if a child or family is in need of support, or could be an indicator of a possible safeguarding issue, we closely monitor this on a regular basis.

Further to my recent letters regarding **(child's name)** attendance at school sent on **(date)**, there has been no significant improvement in their attendance at school. Their current attendance figure now stands at **(attendance %)**.

I am writing to inform you of the next steps we need to take.

Due to the continued absences I am inviting you to make an appointment with the school nurse and/or an Early Help Worker to discuss how we can support you to improve your child's attendance at school. **Please contact school within 7 days to arrange this appointment.**

Should you not wish to take up this offer of support or we do not hear from you within 7 days we will make a referral to the Local Authority's Education Welfare Officer; this may lead to legal action.

If you wish to discuss this matter further please do not hesitate to contact me

Yours sincerely

Headteacher