



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 LETTER 1 AND THERE HAS BEEN NO IMPROVEMENT IN YOUR CHILD'S ATTENDANCE AT SCHOOL

LETTER 2

(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 the letter regarding **(child's name)** attendance at school sent on **(date)** it appears that there has been no significant improvement in her attendance at school. I understand that some of **(child's name)** absence was due to illness but it is important to point out that her current attendance figure now stands at **(attendance %)**. Irregular school attendance may have a serious impact on your child's academic progress if it continues.

Unfortunately, as your child's attendance has not improved since our previous communication, we will no longer be authorising any further absences unless we have sight of medical information; this can be in the form of a letter from the doctor, proof of prescribed medication given by a doctor, or other relevant information. **Failure to provide this evidence will result in absences being recorded as unauthorised. Please note that it is your responsibility to ensure we are provided with this information.**

Should **(child's name)** attendance fail to improve within our next 15 day monitoring cycle, our next step is likely to involve a referral to the Education Welfare Officer; this may lead to legal action.

If you feel that you may benefit from some additional support or advice to help improve your child's attendance or would like to discuss your child's attendance in more detail, please don't hesitate to contact me.

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

Yours sincerely,

Headteacher

