



Longshaw Junior School

Longshaw Junior School, Park Lee Road, Blackburn BB2 3NX

Tel: 01254 296450 Fax: 01254 296451 Email: office@longshawjunior.blackburn.sch.uk

Headteacher: Jonathan Berry BA (HONS) PGCE NPQH

SUCCESS FOR ALL – NOTHING LESS!

SCHOOL ATTENDANCE – Referral to the Inclusion Officer

To the parent/carer of

The Attendance Team wrote to you informing you that your child's attendance was being monitored as it was a concern.

Furthermore, we invited you to a meeting on _____ to offer support and guidance on this issue, and to put an Individual Attendance Plan in place. As your child's attendance continued to drop, a follow up meeting was held on _____ to implement a parental contract and small targets were set to improve attendance.

You failed to attend/attended these meetings.

As a school, we have continued to monitor your child's attendance and are very concerned that their attendance has not improved and has continued to drop. **Your child has now missed sessions which is _____ days.**

Due to this, the case will be referred to our Inclusion Officer.

This letter serves as a reminder of your legal duty to ensure regular attendance at school. School will no longer authorise your child's absences and will require you to supply medical evidence.

Unauthorised absences can result in legal intervention which may consist of Education Supervision Orders, Educational Prosecution, Parenting Orders and a Fixed Penalty Notices.

If you have any questions, please do not hesitate to contact us at school, or please see below the Inclusion Officer's details:

Inclusion Team
Blackburn with Darwen Borough Council
5th Floor | 10 Duke Street | Blackburn | BB2 1DH
Tel: 01254 222515

Kind Regards,

The Attendance Team.