



# Longshaw Junior School

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**SUCCESS FOR ALL – NOTHING LESS!**

## SCHOOL ATTENDANCE

DATE

To the parent/carer of x,

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 xxx sessions which is xxx days.**

This letter serves as a reminder of your legal duty to ensure regular attendance at school. From the date stated on this letter, any further absence will require a medical letter from a GP/hospital to be submitted to the school office. Failure to provide this will result in the absence being recorded as unauthorised. A referral into the the Inclusion Team at BwD will be made when your child has 10 unauthorised sessions (5 days).

A referral into the Inclusion Team can result in legal intervention which may consist of Education Supervision Orders, Educational Prosecution, Parenting Orders and a Fixed Penalty Notices.

Kind Regards,

The Attendance Team.