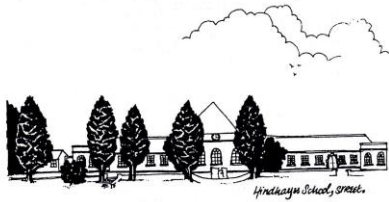


Hindhayes Infant School

Leigh Road
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BA16 0HB



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Web: www.hindhayes.co.uk

Headteacher: Mrs Kate Nester

29 October 2022

Date printed

Parent address

Parent name

School Attendance Concerns Stage 2

Child's Name

DOB

I am writing to you in relation to significant concerns about XX's attendance, which is currently XX per cent. Each absence is recorded on your child's register, which current shows they have XX authorised and XX unauthorised absences.

Poor school attendance is often a sign that additional support is needed, and we would like to ensure that this is put in place to support XX improved attendance. I would like to invite you to meet with me on DATE at TIME to discuss this matter and identify any support that may be required.

This meeting may result in a Parenting Contract being agreed, which will aim to outline any support needed and how that will be put in place. Please be aware that further unauthorised absences may result in you being issued with a Penalty Notice Warning or a request for support from the Local Authority.

You are strongly encouraged to attend this meeting so we can work together to ensure XX's attendance improves, and such action is not necessary. I look forward to meeting with you soon.

Above 97%	Less than 6 days absence a year excellent attendance! These pupils will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school regularly.
95-96%	Between 7 - 9 days absence a year. These pupils are likely to achieve good grades and form a habit of attending school regularly. However, improvement is needed to make sure this happens.
91-94%:	Between 11- and 17-days absence a year These pupils are at risk of missing a significant amount of learning. If your child's attendance falls into this category: <ul style="list-style-type: none">• you may be invited to a meeting with a member of the leadership team to determine if there are any issues preventing your child from attending school regularly• we may write to you again to request medical evidence to authorise any future absences
Less than 90%:	At least 19 days absence a year. The Government classes pupils in this group as ' Persistent Absentees. ' Parents of pupils in this group may be referred to the Educational Welfare Officer, and/or may receive a Penalty Notice or legal action taken by the Local Authority.

Kind regards

Mrs Kate Nester
Headteacher