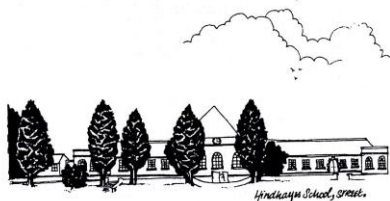


Hindhayes Infant School

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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 3

Child's Name

DOB

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

Because of the level of XX's absence and the level of unauthorised absence, a request is now being made to the Education Safeguarding Service for Attendance Casework. While poor school attendance is often a sign that additional support is needed, parents are required by law to ensure their child attends school regularly. Failing to do so is an offence under Section 444 of the Education Act 1996.

The ESS will work with us to support and promote good school attendance but may consider legal action against you if XX's attendance does not improve and further unauthorised absences occur.

Legal action is always a last resort in relation to poor school attendance and may be prevented by us working together to improve attendance and ensure the right support is in place for XX.

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