



Beaumont Lodge

PRIMARY SCHOOL

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Parents/Carers of NAME

DATE

School Target Attendance – 96%

Current Attendance – %

Dear Parents / Carers

Attendance Information – NAME

As a school, we are required to monitor children's attendance; your child's attendance so far this academic year is %.

You have previously received a T2P text alert, letter 1 and letter 2 – all outlining concerns around your child's attendance. However, your child's attendance has decreased further and has dropped below 85%. This has now triggered a referral to the Education Welfare Officer for their involvement in your child's attendance.

Your child continues to be known as a 'persistent absentee' (PA) and this has serious consequences for your child's experience at school. By the end of the school year, if this attendance rate continued your child will have missed at least 29 school days or 6 weeks or 120 lessons.

Until further notice, if NAME is absent from school then medical evidence will need to be provided to enable his/her absence to be authorised.

Acceptable medical evidence includes: visit to doctor/hospital, visit / advice from the pharmacist, photos of antibiotics (not over the counter medication).

A referral has been sent to the Education Welfare Officer and this could incur a penalty notice (see overleaf) dependent on the level of unauthorised absence.

We ask that you continue to follow the school procedures by contacting the school office every day that your child is absent and informing us of the reason.

Please continue to work with us in raising your child's attendance

Yours sincerely

Dawn Solla
Headteacher

Cc Sonia Bakari – Education Welfare Officer