

Newchurch Community Primary School
Glebeland
Culcheth
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Headteacher: Mrs. S. Lawrenson

STAGE 1 95% - 90%	<i>Attendance is beginning to fall below the attendance target.</i> Your class teacher will now closely monitor and work with you and your child to improve attendance.
STAGE 2 90% - 85%	<i>Attendance has shown a continued decline</i> Pastoral letter 1 of general concern will be issued and a copy of your child's attendance record, with the opportunity to meet with the Attendance Coordinator to discuss if the school can assist in any way.
STAGE 3 85% - 80%	<i>Attendance now falls into the category of persistent absence</i> Pastoral letter 2. Meeting with the Attendance Coordinator to discuss how school can offer support. Attendance targets and consequences. Attendance Officer and Family Support Worker notified.
STAGE 4 Below 80%	The Local Authority Education Welfare Officer will be advised and will closely monitor attendance formal intervention and referral can be actioned and prosecution considered if required.

Date

Pupil

Class

Dear Parent

As mentioned in our previous correspondence dated **(date)**, your child's attendance remains a cause for concern. Unfortunately, the attendance for the period **(date)**, to **(date)**, falls below the required level, therefore we would like to arrange a meeting between yourself and the Newchurch attendance Coordinator on **(date)**. This is to support your child in improving their attendance.

Whilst I understand that children do become ill on occasion, it is essential that they form good habits of regular attendance at school from the earliest age. Children who lose a lot of time at school can suffer in the long term from significant gaps in their learning, if vital lessons are missed.

I will continue to monitor **(name)**, absence. However if in the meantime you wish to discuss anything; whether you have concerns about your child or a possible concern in relation to their health, I would welcome the opportunity to support you and your child to improve their attendance, so please don't hesitate to contact me.

Thank you for co-operation in this matter.

Yours sincerely

Mr Duckett
Attendance coordinator