



«date_of_printing»

Parents/Guardians of «chosen_forename» «chosen_surname»
«year_reg»

Dear «salutation»

Re «chosen_forename» «chosen_surname»

Further to my previous letter, I am writing to express my continued concern with «chosen_forename»'s attendance which has fallen to «percentage_attendance»%. This is below the expected level and will have a negative impact upon learning and achievement.

Kingsway Primary School is continually striving to raise attendance levels in order to maximise the educational achievements of all pupils. Kingsway Primary School and its staff regard the regular attendance of children at school as being vital to each child's education and development. The school aims for all its students to have 100% attendance and regards good attendance to be 96% or above with no unauthorised absences. It is for this reason that non attendances (however short or infrequent) are treated seriously.

Parents and carers are responsible, by law, for making sure that their children attend school regularly, and are not absent without good reason. Section 444 of the Education Act 1996 states: *"if a child of compulsory school age who is a registered pupil at school fails to attend regularly at school, the parent is guilty of an offence."*

The role of the Attendance Improvement Officer is to investigate the causes of absence and offer support to parents, carers and pupils who may be experiencing difficulties with school attendance. Attendance will continue to be monitored and I hope to see improvements in the coming weeks.

If you are experiencing difficulties in securing your child's attendance or would like to discuss any concerns surrounding attendance please do not hesitate to contact the school.

Yours Sincerely

Jane Moore
Attendance Improvement Officer