



Vigo Lane, Rickleton, Washington, Tyne & Wear. NE38 9EZ
Telephone: 0191 415 5050
Headteacher: J Price
Email: info@rickletonprimary.co.uk www.rickletonprimary.co.uk

Date

Name and address of parent

Name:

Class:

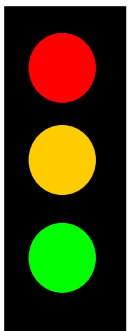
Ongoing Attendance Concerns

Attendance Period: 04/09/2023 to 26/01/2024

Dear name of parents,

As you are aware the Rickleton Primary School uses the traffic light initiative to monitor the attendance of pupils, enabling time for support and improvement. Since we wrote to you, (name of child) attendance has failed to improve and is now xx%, this includes xx occasions of unauthorised absence.

This is below the minimum expectation and is having an impact on your child's education and school experience. To put this into perspective 90% attendance is equivalent to missing 19 days of school per year.



Red – **89% or below**

Amber – **90% - 96%**

Green Zone – **97% and Above**

Unauthorised absence means that school has not given approval in advance for a pupil to be away from school or that the explanation offered afterwards by a parent/carer has not been accepted. Decisions regarding the authorisation of absences are decided by the Head Teacher. Unauthorised absences on your child's attendance record may mean that you are liable to incur a Fixed Penalty Notice or could face prosecution, which would be issued by the local authority.

Due to the current level of absence please note that any future absences relating to illness and/or medical reasons will not be authorised without some additional assurances that the absences are unavoidable. Some examples of evidence that could be used are: Prescriptions, Appointment Cards, Doctor's Notes etc. If this evidence is not supplied, your child's absence will be recorded as an "unauthorised" absence.

Only in exceptional circumstances will low attending students not get monitored these would be children with medical conditions requiring repeat treatment or who have had a stay in hospital.

To support you and your child you will receive a telephone call from our parent support worker, André Sowerby.

We would appreciate your support to make sure your child's attendance improves. We will continue to monitor the situation and will be in touch again if it does not improve and this may lead to a referral to the Attendance Team within the local authority.

We can support you and your child around any attendance issues you may have therefore please do not hesitate to contact school on 01914155050 or our parent support worker, André Sowerby on 07717392658.

Thank you for your cooperation and support.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jan Price', written in a cursive style.

Mrs J Price
Headteacher

Parent Feedback form: Ongoing Attendance Concerns	
Name of Pupil:	Class:
<p>Comments: (Please advise of any further details regarding the absence of your child from school. This information will help to review your child's current attendance.)</p>	
Would you like a follow up call from school? (please state best time available)	Y/N
Would you like support from our Attendance/Parent & Pastoral worker?	Y/N
Name of Parent/Carer:	
Date:	
Contact Details:	Rickleton Primary School

Please complete and return this form to the school office.