



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

Name:

Class:

Serious Attendance Concerns

Attendance Period:

Dear name of parent,

As a parent/carer, you have a legal responsibility to ensure that your child attends school regularly. Currently your child (name of child) has an unsatisfactory level of attendance, which is xx% and there have been xx sessions of unauthorised absence to date. Therefore, (child's name) attendance will be monitored from (dates)

During this monitoring period attendance and punctuality will be recorded daily. Your child will be expected to have 100% attendance unless medical evidence is provided.

All children of compulsory school age who are registered pupils at a school must attend regularly and punctually. It is your responsibility as a parent to ensure this. You will be expected to attend a meeting in school and a supportive action plan will be written to ensure attendance improves and is sustained. Should your child fail to attend regularly and punctually, the school may have to submit a referral to the local authority.

The local authority has a duty to ensure that you fulfil your statutory responsibilities in relation to school attendance. You may be invited to answer questions under caution in accordance with the Police and Criminal Evidence Act 1984. The local Authority will then decide whether to take legal action against you which could mean applying for an Educational Supervision Order, issuing you with a penalty notice which is a fixed penalty fine or prosecuting you under Section 444 of the Education Act 1996. If you were found guilty, the maximum fine for the offence is £2,500 or up to 3 months' imprisonment. As detailed in our attendance policy, you will be offered Early Help Support, in line with local authority guidance.

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.

Yours sincerely

Mrs J Price

Headteacher

Rickleton Primary School

Attendance Action Plan

Name of Child:	
Address:	
Name of Parent/Carer:	
Name of school:	Rickleton Primary School

Current Attendance:	
Date:	

Target Attendance:	100%
Monitoring period:	

Additional information:	
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Signature on behalf of school:		Parent/Carer Signature:	
Name:	Mrs J Price	Name:	
Date:		Date:	