



Evelyn Street Primary Academy & Nursery

Evelyn Street

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Headteacher: Mrs L Smith

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APPENDIX 1

DATE

Dear Parents/Carer of NAME OF CHILD

We are in the process of monitoring our attendance and I am concerned about NAME attendance.

Attendance for NAME for the period DATES TO and FROM was only % and whilst **we understand your child may have valid reasons for their absence and we do recognise their attendance previously is usually inline and above national expectations**, it is still below the Government recommendations and **we are obliged to notify you of this dip in attendance.**

Government guidelines are as follows:

Above 99% - excellent

95-98% - acceptable (Evelyn Street School Target 97%)

Below 95% - unacceptable

I hope this will highlight why I am so concerned.

I fully understand that when children are poorly then the best place for them is at home however I would like to remind you that under Section 7 of the Education Act 1996 the parent is responsible for ensuring the regular attendance and punctuality of their child.

Can I also remind you that holidays should not be taken during term time. Any absence for holidays during term time will be unauthorised unless exceptional circumstances can be proved.

Low attendance means that vital work has been missed and consequently this will inevitably impact on pupil performance.

I am sure you will try very hard to improve attendance and I hope to see an increase in this figure over the next half term. In the meantime if you wish to speak with me regarding this letter please do not hesitate to contact me.

Yours sincerely

Mrs L. Smith

Executive Headteacher

