

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

Your child's attendance record this school year is a cause for concern.

Regular attendance at school is vital if children or young people are to make good progress and to benefit from the opportunities that school offers.

The Local Authority requires me to inform any parent of a child whose attendance drops below their target of 90% and **child's name**'s attendance is **XX**%.

We will continue to monitor their attendance, and hope to see an improvement in the coming months.

If there are particular problems, which we might help with please do not hesitate to contact either your child's class teacher or myself.

Yours sincerely

Mr Duckett
Attendance coordinator