



Dear Parent/Carer,

Re: DOB:

Invitation to Attendance Action Plan Meeting

NAME attendance is currently % National attendance is currently 96%. Regular attendance is a legal requirement. Under Section 444(1) of the Education Act 1996, parents and carers have a duty to make sure their children regularly attend school. If parents or carers fail to do this, they can be prosecuted.

To agree what further steps can be put in place to support and improve Malachi's attendance, you are invited to attend an Attendance Action Plan Meeting held on **DATE/TIME at Caldew Lea Primary School**.

Any further absences due to illness will be marked as unauthorised unless medical evidence is provided; this can be in the form of a doctor's note, a prescription or an appointment letter.

If NAME attendance continues to remain at an unsatisfactory level then this may lead to Fixed Notice Penalty proceedings under the Education (Penalty Notices) (England) Regulations 2007. I must also draw your attention to the fact that should Malachi have more unauthorised absences within the next 12 months, you may receive a Penalty Notice without further warning.

As a school, we seek to work constructively and supportively with parents and carers to improve attendance, however we do also need to make you aware that persistent absenteeism is viewed as a serious safeguarding concern; potentially requiring a higher-level safeguarding response from outside agencies.

Yours sincerely

Tony Clayton
Deputy Headteacher