



YOUR CHILD'S ATTENDANCE MATTERS

Dear Parent/Carer,

My name is Paula René. I am a qualified Education Welfare Officer (EWO) from Children's Attendance Welfare Services, (CAWS). I have been commissioned by the school to address their attendance and welfare concerns.

I check the school's registers regularly, specifically concentrating on any child whose attendance falls below 95%, where a substantiated reason or evidence has not been provided. If this be the case I may write to you regarding it.

My letter will:

- ✂ Highlight your child's attendance with an invitation for you to contact me.
- ✂ Inform you that your child's attendance will be monitored closely until improvement is deemed satisfactory.
- ✂ If necessary, include an appointment for you to meet with me to address the issues which you feel may be preventing your child from attending school regularly; this is with a view to offering support and solutions to bring about change.

A child, whose attendance falls below 90%, is deemed to be a "Persistent Absence" pupil as set out by the Department for Education (DfE). Should your child fall into this category, you **WILL** be required to provide the school with evidence to support any further absences, this is to enable the school to authorise the absence.

THE EDUCATION ACT 1996, SECTION 444 STATES:

"If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, his parent is guilty of an offence".

In view of the above, I seek your support in ensuring your child attends school regularly and on time, as failure to do so means you place yourself at risk of legal action in the form of a Fixed Penalty Notice and or Prosecution through the Magistrates Court.

If you have any concerns or questions regarding your child's attendance, or the contents of this letter, I invite you to contact me, either by:

EMAIL: paula@childrensattendance.co.uk

PHONE: 0116 277 6721

Yours sincerely

Paula René
SENIOR EDUCATION WELFARE OFFICER

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