



Corse Hill School
Avening St
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Dear Parents,

We have been reviewing our policies and procedures for attendance. We are going to make a few changes to our attendance procedures, so that we are in a good position to support you so that all children are in school every day.

Nonattendance and lateness is closely monitored each week. Where a child's attendance has fallen below 96% this is what will happen;

- A member of our Inclusion team will contact you to talk through the absences (including lates)
- Where there is a need, support may be offered
- You will receive the first absence letter from the Education Welfare Officer (EWO)

If the nonattendance (including lates) continues to rise then the following will happen:

- The inclusion manager Mrs Ginger, will contact you and invite you in for a face to face meeting
- A second letter from the EWO will be sent to you outlining expectations

If there is still no improvement then the EWO and Inclusion Manager may make an unannounced home visit and/or involve other professionals to support the family as appropriate.

In the disappointing case where all support has not increased attendance (including lates) then the Head teacher may take the decision for legal action to be taken.

Please note that the school has 13 weeks holiday a year and therefore we do not authorise holidays and penalty notices from the Local Authority are issued.

Your child's attendance is a very serious matter. Legally, all children need to be in school, but also your child needs to be taught by their class teacher and to be with their friends.

Children with poor attendance, often have friendship issues and do not always reach their full potential.

Please see the overleaf for further information

Kind regards

Debbie Marklove
Principal



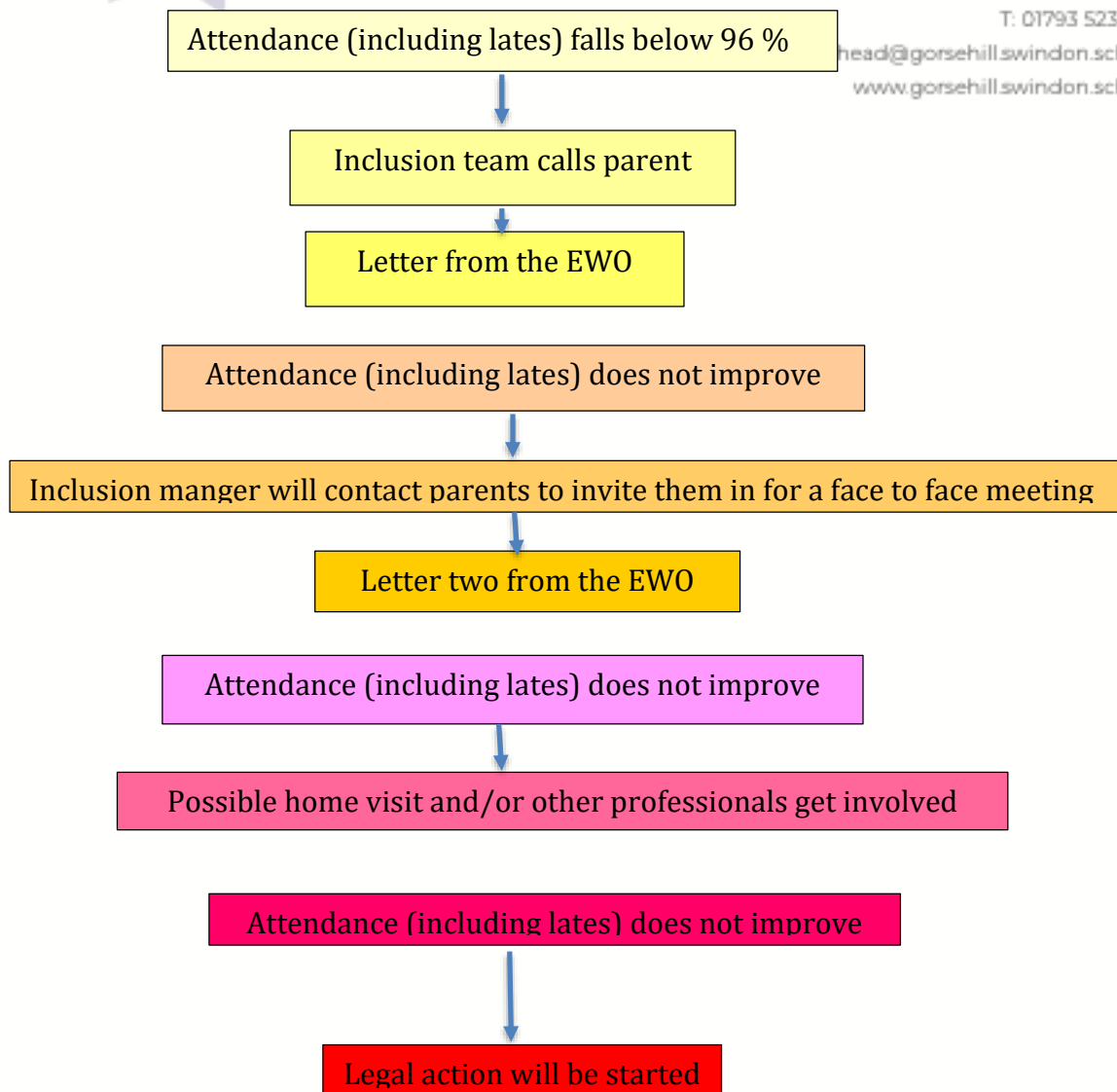
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Quick reference for actions taken for non attendance and persistent lates



As a parent it is your responsibility to ensure that your child has the best opportunities possible that will prepare them for the next stage in their learning. Keep your child in school!