



BROOM VALLEY COMMUNITY SCHOOL  
"We dare to dream big"

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2<sup>nd</sup> September 2018

Dear Parents/Carers,

We are making you aware that changes have been made to way we monitor your child/ren's school attendance, this will include the attendance letters we send out.

If your child/ren's attendance drops below 95.3%, school will monitor it over a 12 week period. You will be sent the following letters in accordance to the graduated response to improving attendance.

**Letter 1** will be issued to make you aware that your child's attendance is at an unacceptable level – below 95.3%. This letter will highlight that school may request the Local Authority consider a referral for a Fixed Penalty Notice (FPN).

**Letter 2** - If attendance is still of an unacceptable level – below 95.3% and there is still no significant improvement within a reasonable timescale, you will be issued letter 2. This will be an invitation into school to meet with a member of the Inclusion Team to discuss how we can work together and improve your child's attendance.

**Letter 3** will invite you into school for a meeting to discuss your child/ren's school attendance. This meeting will consist of the Head Teacher, a representative from the Local Authority and the School Attendance Officer.

**Letter 4** If you child's attendance does not improve over the timescale of these letters we will request the Local Authority to consider issuing a Fixed penalty Notice. From 1<sup>st</sup> September 2013 Fixed Penalty notices are £60.00 per parent per child if paid within 21 days rising to £120.00 per parent per child if paid within 28 days.

Yours sincerely

Kim Reaney  
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