

Date:

Dear

Re: _____ - D.O.B _____

Mrs. J Elbaz
Head Teacher
Harborne Academy
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Edgbaston
Birmingham
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I have made a home visit today to discuss concerns about _____ attendance in school. As you may be aware, it is the legal responsibility of parents to ensure children attend school regularly.

We work with parents to improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and the world of work. Absence disrupts the education of the individual pupil and the whole class. Children who do not attend regularly:

- do not achieve well in exams
- find it difficult to maintain friendships
- miss out on social events
- are more likely to become involved in crime
-

If you feel that your child has ongoing or unresolved medical issues you are advised to approach your doctor urgently.

School can also make a referral for additional support via Early Help if you feel that this would be useful.

You may be allocated a family support worker who can support you and your child in resolving any issues that are impacting on school attendance.

School can also make a referral for school transport if applicable.

I would request that you contact either myself or Head of year in school to discuss any additional support.

Your child's attendance will now be monitored closely. If attendance does not improve significantly, you may be asked to attend a legal meeting (School Attendance Review Meeting). This could lead to legal action being taken against you.

Yours sincerely,

Mrs M Conlon
Pastoral Manager

Education Welfare Officer Yvonne Walters Contact Details 07751793039

"Exceptional provision for exceptional Learners"