



Headteacher: Mrs Lindsay Robertson BA (Hons) NPQH

Date:

Dear Parent / Carer,

As you are aware, we sent out an electric document recently containing information for parents on attendance checks. Below, I have further outlined the circumstances where we would use the Attendance Service to take further action. In the first instance this would be a Penalty Warning Notice letter. If, following a monitoring period, there was no improvement made, then a Penalty Notice would be issued.

**General Poor Attendance**

10 sessions or more of unauthorised absence in any period up to a maximum of 10 school weeks.

**Persistent Lateness after Registration Closed**

10 sessions or more of unauthorised / late marks after registration closed in a maximum 10 rolling school week period.

Last year, all medical reasons or illnesses were marked as 'Authorised' on the school register. From September, any child with persistent absences resulting in attendance less than 90% will require a medical letter or appointment card in order for any further absences to be authorised.

**Unauthorised Holiday in Term Time**

As like other local schools, we will be asking the Attendance Service to issue a Penalty Notice for any unauthorised holiday in term time which is 10 or more sessions in a school year (2 sessions is equal to one day meaning 5 days of holiday would lead to a Penalty Notice being served).

If you require any further information regarding this, please do not hesitate to contact the school office.

Yours sincerely,

Mrs Lindsay Robertson

<b>GREEN</b> Pupils with attendance from 96% to 100%
<b>AMBER</b> Pupils with attendance from 90% to 95.9%
<b>RED</b> Pupils with attendance below 90%

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