

Malpas Court Primary School,
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Head Teacher:
Kate Edwards Bsc. Dip.SpLD. NPQH
Deputy Head:
Ceri Rawlings B.ed

RE: Attendance Concerns
Monitoring period:

27.01.2023

Dear Parent/Guardian,

I have reviewed -----'s attendance and I am concerned to note that ----- has incurred a NUMBER OF unauthorised absence sessions this academic year. ----- attendance is currently -----%. I enclose a copy of -----'s attendance certificate.

May I remind you that as a parent/carer of a child who is a registered child at this school, you have the legal responsibility for ensuring that your child attends regularly.

All schools share the Welsh Government determination to raise levels of pupil attendance and achievement in order to ensure the best possible start in life for our children. Under the Antisocial Behaviour Act 2003, the Local Authority has the power to issue parents/carers with a Fixed Penalty Notice for each of their children who fail to attend school regularly.

A Fixed Penalty Notice is an early deterrent intended to prevent more extended periods of unauthorised absence developing and incur a fine of £120, reduced to £60 if paid within 28 days of the notice being served. Failure to pay a penalty notice will result in prosecution under the Education Act 1996.

I can therefore advise you that the school will continue to monitor -----'s attendance and should any further unauthorised/late arrivals occur, consideration will be given to the issue of a Fixed Penalty Notice.

Yours sincerely,

Mrs Edwards

Mrs Edwards
Head Teacher

Where children learn to live
and live to learn
in an ever changing world



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