



MASON MOOR

PRIMARY SCHOOL

Pupil Name:

Class:

Your child's current attendance:

Expected attendance at Mason Moor:

Attendance Concerns

Dear Parent or Carer,

I am your child's year group leader, and I am writing to you regarding your child's school attendance. Currently your child's attendance is much lower than we expect it to be at this time in the year. This means that they are missing significant periods of time from school, and this could have an impact on their learning.

You may not be aware, but regular attendance is a legal requirement at all schools in England. Parents and carers who do not support the school by sending their child in regularly will be monitored by Southampton City Council. Children who are persistently absent (any attendance lower than 90%) may be subject to fixed term penalty notices (a fine of up to £120).

I must ask that you support the school by making sure that your child attends every day. Things you can do to help us include:

- If your child says they are unwell before school - send them in, tell us and we will monitor them. If they become more unwell, we will send them home to be looked after.
- Do not take any term-time holidays or trips away. If there are emergencies or family incidents, make sure that your child continues to attend school rather than taking them away.
- If your child is unhappy at school or says they don't want to come in – tell us and let us try and help you. We are here to support you!

I look forward to seeing your child's attendance reach 100% next term and celebrating this news with you.

Yours sincerely,

Assistant Headteacher
Mason Moor Primary