



# St John's Catholic Primary School

Headteacher: Mrs N Armstrong  
Deputy Headteacher: Mrs S Richards

Trevu Road  
Camborne  
Cornwall  
TR14 7AE  
Tel: 01209 713944  
E: [camborneadmin@plymouthcast.com](mailto:camborneadmin@plymouthcast.com)



DATE

Our ref: ATT/1

Parent name

Address

Dear parent/carers name

Re: School attendance – Pupil name

As part of our school policy we monitor all pupil's attendance on a regular basis. It has come to our attention that Pupil's attendance has fallen below 96% which is the national average for school attendance. His/Her attendance has now dropped to XX%.

I have enclosed a copy of Pupil's attendance for your information. Such a large number of absences will only serve to be detrimental to his/her development, learning and achievement, both social and academic.

I would be most grateful for your support in helping Pupil achieve better attendance. Pupil's attendance will be closely monitored. If attendance remains unsatisfactory you may be in future liable for prosecution in the magistrate's court under section 444 of the Education Act 1996 for failure to ensure that your child attends school regularly.

We would like to support you to avoid this happening so should your child be experiencing difficulties with schooling, please contact the school to discuss the matter with me. I am available to support you with any worries or concerns regarding attendance or any other difficulties you may be experiencing. I can be contacted on 01209 713944, alternatively email: [camborneadmin@plymouthcast.com](mailto:camborneadmin@plymouthcast.com)

Yours sincerely,

*N. Armstrong*

Mrs N Armstrong

Interim Headteacher & Attendance Lead

