



# St John's Catholic Primary School

Headteacher: Mrs N Armstrong  
Deputy Headteacher: Mrs S Richards

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Camborne  
Cornwall  
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Date

Our Ref: PSA/2

Parent Name

Parent Address

Dear Parent's name,

Re: School Attendance – Pupil Name

Pupil's attendance is still unsatisfactory. There has been no improvement in Pupil's attendance since my first letter dated Date (PSA1) and therefore, following advice from our Educational Welfare Office, we are unable to authorise any further absences. If pupil's absence is due to a medical reason, this will also be marked as unauthorised unless accompanied by a medical appointment card/letter from your doctor or prescribed medicine following an appointment.

Please be aware that further absences may result in a referral to the Educational Welfare Office for investigation, which if pursued, you may be liable for prosecution in a Magistrates Court under Section

441 of the Education Act 1996, for failure to ensure that your child attends school fully. Fines up to £1000 will be considered by magistrates and under Section 441a, there are potential fines of up to £2500 and/or 3 months imprisonment. Conviction also carries with it a criminal record.

I would be most grateful for your support in helping Pupil to achieve better attendance and overcome this problem. Your child's attendance will be monitored closely and the school office must be fully informed of any reasons for absence.

If you wish to discuss this matter further, please do not hesitate to contact me at school on 01208 73218, alternatively email me: [camborneadmin@plymouthcast.com](mailto:camborneadmin@plymouthcast.com)

Yours sincerely,

Mrs N Armstrong

Headteacher & Attendance Lead

