

Headteacher - Mrs Nêst Llewelyn-Cook

www.twogates.staffs.sch.uk

office@twogates.staffs.sch.uk

 @2gatesprimary

October 2023

Dear Parents

Your child's attendance is of the utmost importance in order to give them the best opportunity to achieve their full potential. Unbroken attendance at school is important for learning and although there will be times when absence is unavoidable, we stress that children with an attendance level of below 90% will be recorded as a persistent absentee.

It is our responsibility to inform you of your child's attendance percentage and make you aware should it drop below 90%.

Once a child's attendance drops below 90% you will have to provide medical evidence for any subsequent absences that are due to illnesses so that the absence can be authorised. **If no medical evidence is provided, then absences will be recorded as unauthorised.**

We must remind you that The Local Authority has the responsibility for pursuing statutory action against parents for failing to ensure their child receives a suitable education.

I am sure you will agree that low attendance will have an impact on your child's studies.

If you wish to discuss any attendance matters, please call the school office on 01827 213855 to make arrangements to speak with a member of the Leadership Team.

Yours sincerely

Nest Llewelyn-Cook

Mrs Nest Llewelyn-Cook

Headteacher