



St Mary's Catholic Primary School

Educate Protect Love Serve

Barn Lane, Bodmin, Cornwall, PL31 1LW

Tel: 01208 73218

Executive Headteacher: Mrs Alison McDonald

Website: www.st-marys-bod.cornwall.sch.uk

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Date

Our Ref: PSA/1/H

Parent's name

And address

Dear Parent's name,

Re: School Attendance – Pupil name

As part of our school policy we monitor all pupils' school attendance on a regular basis. It has come to our attention that due to unauthorised holiday Pupil's name attendance has fallen below 95%. The national average for school attendance is 96%. His/Her attendance has now dropped to XX%. We appreciate that you had a family holiday in term time and while we sympathise we must follow policy and procedures with issuing this letter.

I have enclosed a copy of pupil's name attendance for your information.

The Law is clear that it is the responsibility of the parents/guardians of children in their care to make sure that they attend school. If the parents or guardians fail to ensure full and regular attendance, they can be prosecuted under the 1966 Education Act which could incur potential fines.

We clearly want to avoid this happening. It is essential that pupil's name attendance improves for the rest of the academic year by attending every session punctually to minimise the impact this has had on their education. Should you wish to discuss this issue I can be contacted on 01208 73218, alternatively email pastorallead@st-marys-bod.cornwall.sch.uk

Yours sincerely,

Mrs Cox
Parent Support Advisor

Enc Attendance Report

