

Dear Parent/Carer

I would like to take this opportunity to introduce myself and explain my role in school. My name is Roz Pickersgill, and I am an Education Welfare Officer. I work for Education Welfare Ltd, which is an agency that has been employed by school to monitor and investigate absence and put measures in place to improve school attendance. I will be in school every Tuesday morning to support and advise parents regarding this matter. If your child's attendance is cause for concern, I will be contacting you either by phone, letter, or meeting in school and if necessary making a home visit. I may also have an impromptu discussion with you whilst you are on the school site.

Attendance Procedures

School Attendance

Your child is required to attend school every day, on time and fully equipped for the school day. Your child is not expected to be absent from school for general mild illness for example coughs and colds.

First Day Absence

Parents are requested to contact school within half an hour on the first day of their child's absence to avoid school having to initiate their First Day Response system. These calls are logged. Please ensure that school have up to date contact details.

Medical Appointments

Please try making medical appointments outside the school working day; if this is unavoidable your child will be expected to attend school before and after their appointment. It is not acceptable for your child to be absent from school the whole morning or afternoon for their appointment and definitely not all day. Please provide school with evidence to support the appointment.

Medical Evidence

It is good practice to provide school with medical evidence to support your child's absence. For example appointment card, prescriptions slip or prescribed medication. If your child's attendance is of concern, you will be required to provide medical evidence to school before absences are authorised.

If you would like to meet with me regarding your child's attendance, please make an appointment with the school.

Yours faithfully

Roz Pickersgill

Mrs R Pickersgill
Education Welfare Officer
Education Welfare Ltd

Education Welfare Ltd would like to advise that whilst they would like to support parent/carers to address any problems, it is the parent/carers who has the duty to secure the regular attendance of their child at school. Failure to do so is an offence under Section 444 of the Education Act 1996.