



Dame Nicola Stephenson
CEO

Jess Eatock
Head Teacher

Beech Hill Primary School
Linhope Road
West Denton
Newcastle upon Tyne NE5 2LW
Telephone (0191) 2678113
W; www.beechhill.newcastle.sch.uk
E-mail: admin@beechhill.newcastle.sch.uk

<DATE>

Dear

RE: SCHOOL ATTENDANCE: <NAME> XX%

As a parent/carer you have a legal responsibility to ensure that your child attends school regularly. <child forename>'s recent level of attendance at school was <current attendance%>. This includes X(minimum of 1) unauthorised absences and is unsatisfactory. Further absences may not be authorised without evidence of illness. It is your responsibility to ensure that you inform the school of any absences through illness and to provide the appropriate medical evidence.

School would like to work with you to identify and focus on the issues around improving your child's school attendance. An attendance contract meeting provides you with the opportunity to give your views and discuss any underlying issues. The meeting will allow you to be involved in deciding the support that would help you.

An attendance contract is a formal agreement that outlines the support available as well as the steps that you will take to improve your child's attendance.

If the local authority decided to take legal action against you for unsatisfactory attendance, your co-operation with an attendance contract may assist your case. However, refusal to comply with a contract may be used in evidence against you.

You are invited to a meeting at Beech Hill Primary School on <date> at <time> to discuss and draw up an attendance contract. If this time is not convenient, please contact Mrs Woodward, Attendance Officer, to arrange an alternative appointment.

I am enclosing a leaflet that explains more about attendance contracts.

Yours Sincerely

VALOUR ACADEMY is an exempt charity and company limited by guarantee registered in England with company number 10766406. The company's registered office is Walbottle Village Primary School, The Green, Walbottle, Newcastle upon Tyne, NE15 8JL





Dame Nicola Stephenson
CEO

Jess Eatock
Head Teacher

Beech Hill Primary School
Linhope Road
West Denton
Newcastle upon Tyne NE5 2LW
Telephone (0191) 2678113
W; www.beechhill.newcastle.sch.uk
E-mail: admin@beechhill.newcastle.sch.uk

Mrs Jess Eatock
Head Teacher

VALOUR ACADEMY is an exempt charity and company limited by guarantee registered in England with company number 10766406. The company's registered office is Walbottle Village Primary School, The Green, Walbottle, Newcastle upon Tyne, NE15 8JL

