

St Mark's Church of England Primary School

Chief Executive of 1Excellence Multi Academy Trust: Mrs Valerie Hall



Attendance issues

8/2/18

Dear Parents

Please be aware that attendance of 97% is expected of all pupils. Schools are now able to apply penalty notices where absence falls below 80% as well as for holiday absence. Penalty notices can result in a fine from the local authority.

Where absence falls below 80%, this can include all unauthorised absence and can include medical absence, if evidence is requested but not supplied. Where holidays are taken but school is not notified, the absence will be unauthorised and may result in a penalty notice.

You may obtain a copy of your child attendance certificate from Mrs Todd at reception. This will outline all of your child's attendance and records the reasons we have been given for any of your child's absence. It also records where no reason has been given.

If you are concerned about your child's attendance and would like to discuss this please make an appointment to see me or you can talk to Mrs Thornton, our pupil welfare officer.

Yours Sincerely

Mrs V Hall
Head Teacher



St Mark's Close, Fairfield, Stockton-on-Tees, TS19 7HA

Telephone: (01642) 580774

Email: stmarkselmtree.school@stockton.gov.uk

1Excellence Multi Academy Trust Company No: 10817580



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