



Headteacher: Tracey Jarvis  
Abertillery Learning Community  
Alma Street  
Abertillery  
NP13 1YL

Pennaeth: Tracey Jarvis  
Cymuned Addysgu Abertyleri  
Stryd Alma  
Abertyleri  
NP13 1YL

04 February 2025

ADDRESS HERE

Dear Parent/carer name here,

**Re: NAME    DOB: XXX School: ALC – Secondary Campus**

X has now had five or more days of unauthorised absence.

We are committed to working in partnership with you to ensure that X has the highest possible attendance at school. If your child's absence is due to illness/medical reasons, or other extenuating circumstances, then please contact me at the school at your earliest convenience so that we can discuss this.

Regular attendance is extremely important as research shows that missing school can have a negative impact on learning and wellbeing. I am sure you are aware it is a legal requirement that your child attends school.

Over the next two weeks we will be monitoring your child's attendance, unless there is a significant improvement then you will be invited to a meeting with myself to discuss an attendance improvement plan.

If there is not a significant improvement following this meeting and if there is no valid reason for continued absence, then a referral will be made to the Education Welfare Officer and this is likely to result in a Fixed Penalty Notice being issued.

A Fixed Penalty Notice can be issued to parents of children who have 5 or more days (10 or more sessions) of unauthorised absence from school, including holidays. The fine is £120 unless paid within 28 days when it is £60

Yours sincerely

Mr D Newberry  
Associate Assistant Headteacher – Attendance Lead

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