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Headteacher: Mrs Charlotte Faithfull

Deputy Head: Mrs Sophie Jones

[www.hartplain-jun.hants.sch.uk](http://www.hartplain-jun.hants.sch.uk)

14/09/2026

Mrs Jane Sample  
Sample House  
123 Sample Street  
Sample District  
Sampletown  
County Sample  
EX1 2PL

**Name: Jonathan Sample - DOB: 01/01/2012**

**Class: 9A**

**Ongoing Attendance Concerns**

Dear Mrs Sample

As you are aware Hart Plain Junior School monitors the attendance of students. Since we wrote to you, Jonathan's attendance has failed to improve significantly and is now 83.3%.

This is below the minimum expectation and is having an impact on your child's education. To put this into perspective 90% attendance is equivalent to missing 19 days of school per year.



Authorised absence means that school has given approval in advance for a student to be away from school or that the explanation offered afterwards by a parent/carers has been accepted. Decisions regarding the authorisation of absences are the responsibility of the Headteacher. Unauthorised absences on your child's attendance record may mean that you are liable to incur a Fixed Penalty Notice or could face prosecution.

Due to the current level of absence please note that any future absences relating to illness and/or medical

reasons will not be authorised without some additional assurances that the absences are unavoidable. Some examples of evidence that could be used are Prescriptions, Appointment Cards, Doctor's Notes etc. If this evidence is not supplied, your child's absence will be recorded as an 'Unauthorised' absence.

Only in exceptional circumstances will low attending students not get monitored, these would be children with medical conditions requiring repeat treatment or who have had a stay in hospital.

To support you and your child a parent survey has been attached to this letter. Please use this form as an opportunity to provide any further information that may help to understand your child's absence.

Please complete and return to the school office as soon as possible.

We would appreciate your support to make sure your child's attendance improves. We will continue to monitor the situation and will be in touch again if it does not improve and this may lead to a referral to the Local Authority Attendance Team.

We can support you and your child around attendance issues you may have therefore please do not hesitate to contact Sarah Atkins on 02392 263200 or via email [s.atkins@hartplain-jun.hants.sch.uk](mailto:s.atkins@hartplain-jun.hants.sch.uk) should you wish to discuss this further.

Thank you for your cooperation and support with this matter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Charlotte Faithfull', written in a cursive style.

Charlotte Faithfull

Headteacher

**Parent Feedback Form: Ongoing Attendance Concerns**

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**Name of Student:** Jonathan Sample **Class:** 9A

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Comments: (Please advise of any further details regarding the absence of your child from school. This information will help to review your child's current attendance).

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**Would you like a follow up call from school? (Please state best time available)**

Y/N

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**Name of Parent/Carer:** Mrs Jane Sample

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**Date:** 14/09/2026

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**Contact Details:** Hart Plain Junior School - adminoffice@hartplain-jun.hants.sch.uk

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Please complete and return this form to the school office.