



**Meadowhead School**

**Academy Trust**

Dyche Lane  
Sheffield  
S8 8BR

Telephone: 0114 2372 723

Fax: 0114 2839 855

Email: [enquiries@meadowhead.sheffield.sch.uk](mailto:enquiries@meadowhead.sheffield.sch.uk)

**Headteacher**

*Kam Grewal-Joy*

**Deputy Headteachers**

*Steve Bacon*

*Tamsin Woodward*

Parent/Carer of:

Dear Parent/Carer

**RE: Referral to Education Welfare Officer**

As you will know from previous correspondence, Meadowhead School is concerned about attendance. Relevant members of staff have tried to engage; offering support and guidance to improve attendance. I am now writing, as there has been no significant improvement in .....’s attendance, therefore he has been referred to our Education Welfare Officer for monitoring.

As part of the Education Welfare Officer’s monitoring list you will receive phone calls and where necessary home visits to support an improvement in attendance. All further absences will be recorded as unauthorised unless medical evidence for absence is received, e.g. an **appointment letter/card**, a **prescription with the date and name clearly shown** or the **medication or its packaging with the date and name clearly shown**.

This is the last level of support regarding attendance that the school can offer before issuing you with a Penalty Notice Warning Letter (PNWL), *in accordance with section 444 of the 1996 Education Act*, which could in turn lead to prosecution.

As you aware there are proven links between good attendance and improved levels of progress and achievement, we therefore hope that referral to the Education Welfare Officer can support an improvement in attendance.

Yours faithfully

Education Welfare Officer

*\*Please be aware that we have to inform you that, under section 444 of the 1996 Education Act, you have a legal obligation to ensure that your child attends school regularly, and failure to do so could ultimately result in the Local Authority issuing a Fixed Penalty fine.*

Meadowhead School Academy Trust. A company limited by guarantee. Registered in England  
Registered company address: Dyche Lane, Sheffield, S8 8BR. Company Registered Number 07933749

