

St Joseph's Catholic School

Te Kura Katorika o Hato Hohepa

94 Seddon Street, Pukekohe 2120. **Postal:** PO Box 1292, Pukekohe 2340
Ph: 09 238 7745 • **Email:** stjoesoffice@stjosephs.co.nz • www.stjosephs.co.nz



Date

Mr and Mrs
Street
Pukekohe 2120

Dear Mr and Mrs

I am writing to advise that your child has had an unjustified absence from school for 15 days this term.

Please see your child's attendance record attached to this letter.

The school previously sent a letter to your home address on xx Month 202x but unfortunately, your child's attendance has shown no improvement.

The Ministry of Education's priority is that 80% of students regularly attend school 90% of the time. Your child's regular attendance currently is ??%. This is now regarded as a chronic absence.

The school considers all forms of absence without explanation to be unjustified and is required by law to follow up on these absences.

The Education Act 2020 requires all children and young people between the ages of 6 and 16 to attend school on each day of the school year. Failure to comply with this can result in prosecution and a fine of up to \$300 for the first offence and up to \$3000 for the second and subsequent offences under section 244 of the Act.

The school is concerned that the ongoing absences will hinder Fred's progress and achievement at school and we would like to work with you to support Fred to return to regular attendance.

Please contact me on 09 238 7745 to arrange a time to meet to discuss this further in the coming week.

Yours sincerely

Ursula Hall
Principal/Tumuaki
St Joseph's Catholic School