



WILLIAMSTOWN PRIMARY SCHOOL

Dinas Isaf West, Tonypandy,
CF40 1AG

Tel: 01443 432186

admin@williamstownprimary.rctcbc.cymru

Attendance Category: Tier 2 Support (Moderate Risk of Persistent Absence)

Dear Parent/Carer,

Attendance Support and Early Warning Notification

At Williamstown Primary School, we believe that every child has the right to feel safe, valued and included, and that regular attendance plays a vital role in helping children achieve their full potential academically, socially and emotionally.

We are writing to inform you that your child's attendance has been identified as requiring Tier 2 support (Moderate Risk of Persistent Absence). Whilst we understand that there can be a range of genuine reasons why children may miss school, we are concerned that your child's attendance level is beginning to place them at risk of missing important learning opportunities and experiences.

Our Inclusive Attendance Philosophy recognises that attendance difficulties are often complex and that families may need support to overcome barriers to regular school attendance. We are therefore keen to work in partnership with you to understand any challenges your family may be facing and to identify ways in which we can help.

At this stage, this letter is intended as an early warning and supportive intervention. We would like to see attendance improve over the coming weeks. If attendance concerns continue, or if absences increase further, the school will need to move to the next stage of its attendance procedures, and a formal attendance concern letter will be issued.

We encourage you to:

- Ensure your child attends school every day wherever possible.
- Inform the school promptly of any absence and provide medical evidence.
- Contact us if there are difficulties affecting your child's attendance so that we can explore appropriate support together.

We value our partnership with families and want every child to feel successful and connected to school. If there are any circumstances that you feel are impacting attendance, please contact us so that we can work together to find solutions and provide support where appropriate.

Thank you for your cooperation and ongoing support.

Yours sincerely,

Headteacher
Williamstown Primary School