



**Old Moat Community Primary School**  
Old Moat Lane  
Withington  
Manchester  
M20 3FN

**Head with responsibility for EYFS & KS1:**  
Mr O Kerr  
**Headteacher with responsibility for KS2:**  
Mrs S Lamb  
Email: [admin@oldmoat.manchester.sch.uk](mailto:admin@oldmoat.manchester.sch.uk)  
Tel: 0161 445 4208

17<sup>th</sup> September 2019

**Important information for all parent/carers**

Old Moat Primary School has been working hard to improve the attendance of all pupils. It is widely recognized that the educational outcomes and future life chances of children and young people can be significantly impacted upon by periods of absence. Therefore we want to encourage parents to ensure that their child attends school every day. We do appreciate the fact that a significant number of pupils have excellent attendance and this should be commended.

At Old Moat Primary School we fully appreciate that there may be occasions when a pupil's attendance may be affected due to exceptional circumstances. In these cases support and advice will always be available from the school. Unfortunately, despite this support, attendance levels for some pupils continue to fall below the schools expectations of 97%. All pupils' attendance is closely monitored by the school and only the Head teachers have the power to authorise any absence.

In this school year any parents/carers of pupils who accrue unauthorised absence are now duly warned from the date of this letter that they may receive a penalty notice or be prosecuted in the magistrates' court.

A penalty notice will be issued to each parent for each child. The penalty notice incurs a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within the first 21 days.

**Failure to pay the penalty notice may result in legal proceedings being taken against you. Other statutory action may also be considered under the Education Act 1996, which may result in you**



**Executive Principal: Mr D Watson OBE**



**being prosecuted in the Magistrates Court. If you are found guilty, you will receive a criminal record and may receive a fine of up to £2,500 and /or three months imprisonment.**

If your child is experiencing any problems that may be affecting their attendance or punctuality, then please contact the school on 0161 445 4208 to discuss any support that could be provided to ensure their regular attendance. We also request that parents/carers provide medical evidence when absence is related to illness, i.e., a copy of prescriptions or medical/appointment cards.

Once again thank you for supporting Old Moat Primary School in improving attendance, which will ensure that all our pupils have the opportunity to reach their full potential and improve the outcomes for their future.

Yours sincerely,



**Mr. O Kerr**

**Head of School for EYFS and KS1**



**Mrs. S Lamb**

**Headteacher for KS2**