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Date:

Dear

School Attendance Consultative Group Meeting

The very irregular attendance and punctuality of your child
a registered pupil at School has been
reported and in order that this matter can be fully discussed with you, a meeting has been
arranged for;

Date:

Time:

Venue:

The function of this meeting is to enable you, as parent to discuss any problems your child
may be experiencing at school. It will also give you an opportunity to meet with school staff
to be informed of your child's progress at school and for you to state the reasons for your
child's poor attendance and punctuality. At the meeting a Senior Education Welfare officer
will explain to you the responsibility you have as parent and the legal procedures the local
authority can institute, although it is anticipated that any such problems can be resolved
during the meeting.

If you do not attend the meeting and no reason for your absence is received, your child's
attendance and punctuality will be discussed and a decision taken of which you will be
notified. If however you contact the Education Office on the above telephone number and
give prior notice of your inability to attend, a further meeting will be arranged, details of which
you will be notified.

Yours sincerely

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Dana

Dragi/a

Savetodavni sastanak grupe o redovnom pohadjanju škole

Veoma neredovno pohadjanje i kašnjenje u dolasku u školu Vašeg deteta upisanog djaka u školu nam je prijavljeno, te da bi mogli da detaljno porazgovaramo o ovom problemu sa vama, zakazali smo sastanak i to:

Na dan:

U:

Mesto sastanka:

Zadatak ovog sastanka je da Vam omogući da, kao roditelj, iznesete za diskusiju sve probleme na koje Vaše dete možda nailazi u školi. Isto tako, imaćete priliku da se sastanete sa osobljem škole i da budete obavješteni o napretku koje je Vaše dete postiglo u školi, kao i da sa Vaše strane iznesete razloge zbog kojih Vaše dete tako mnogo izostaje ili kasni u dolasku u školu. Na sastanku, Viši referent za obrazovanje i socijalno staranje objasniće Vam svu odgovornost koju imate kao roditelj, kao i pravni postupak, koji može biti pokrenut od strane lokalnog organa, iako se podrazumeva da bilo kakav problem te vrste može da se reši tokom sastanka.

Ukoliko ne dodjete na ugovoreni sastanak, a od Vas ne dobijemo prethodno objašnjenje za Vaš nedolazak, nepohadjanje i kašnjenje u dolasku Vašeg deteta u školu biće predmet diskusije, dok ćete o donetoj odluci daljeg postupka biti obavješteni. Medjutim, ukoliko Vi nazovete Referenta za obrazovanje na gore navedeni broj i obavestite ga unapred o sprečenosti da dodjete na ugovoreni sastanak, u tom slučaju zakazaće se drugi termin za sastanak, o čemu ćete biti obavješteni sa svim potrebnim detaljima.

Srdačan pozdrav,

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