



31st October 2022

Dear Parents/Carers

Attendance Information

A reminder of information regarding attendance of all children in school. The expected figure for attendance is 96% as a school.

We carry out first day and continued absence calls and not responding to these calls may result in home visits being carried out by our staff. There is an answer facility on the school absence line and messages can be left 24 hours a day. If your child is going to be absent, you (parent/carer) should notify the school of this, not your child.

Absence at less than **90%** is considered to be persistent absence. These absences are monitored more closely and may result in you being invited to attend an Attendance Planning Meeting, so we can discuss together ways of improving attendance and help your child to achieve better in school. A representative from the Local Authority (LA) may also wish to attend these meetings.

Absence at less than **50%** is classed as critical. Attendance Planning Meetings will have been held prior to reaching this level. The LA will be involved, and legal action may need to be considered. However, we will always offer support and try to help as much as possible to avoid this.

It is important that children are in school for the start of day. Arriving at school after the registers have closed may result in your child receiving an unauthorised absence mark.

Please let us know in advance when your child has a medical appointment and provide a copy of the appointment confirmation letter/text so we can mark the register accordingly.

Leave of absence (LOA) during term time will only be authorised in exceptional circumstances and the LOA form must be completed to request this. The form must include both parents/carers details and be returned to the school office prior to leave being taken. These forms must be requested by you (parent/carer) and not your child. Unauthorised leave of absence will be referred to the Local Authority and may result in a fine.

Regards

Marie-Louise Binks

Mrs Marie-Louise Binks
Head Teacher