



Executive Headteacher: Steve Robinson

18th October 2016

Dear Parent/Carer

One of our goals in school is to ensure that all pupils attend school regularly.

Being on time for school and attending regularly has a huge impact on your child's success, starting in nursery and continuing through to college. Even as children grow older and more independent, families play a key role in making sure pupils get to school safely every day and understand why attendance is so important for success in school and in life.

We realise some absences are unavoidable due to health problems or other circumstances. But, we also know that when students miss too much school - regardless of the reason – it can cause them to fall behind academically.

Our school attendance target is 96.5%.

- If your child attends school for 180.5 out of the 190 school days, they will hit this target.
- Your child is less likely to succeed if he or she is persistently absent - which means missing 19 or more days over the course of an entire school year.

You will be contacted by school in cases where your child's attendance falls below 96.5%. If attendance falls below 93%, we will not authorise absence without appropriate medical evidence – doctor's appointment, prescription etc. Where there is little or no improvement, you will be invited to an Initial Concern meeting in school with the possibility of referring your family to specialist practitioners for attendance within the Multi Agency Support Team (MAST). If we do not see an improvement in attendance and it falls below 90%, then we will consider applying to the council for a penalty notice which could result in a penalty fine. Ultimately, this could lead to legal action.

We don't want your child to fall behind in school and get discouraged, therefore please let us know how we can best support your child in getting to school each day if you are having any difficulties. We will, of course, continue to reward good attendance in school.

If you have any questions or need more information please contact the attendance and inclusion team. The full attendance policy is available on the website.

Yours sincerely

MRS D MCAUGHEY
ASSOCIATE HEADTEACHER