

Woodbury Church of England Primary School



Dear Parent/Carer(s)

13th September 2019

Parent Information about Attendance 2019-2020

At school, we believe that in order for children to fully benefit from their education, quite simply, good attendance is crucial. Without good attendance the children miss lessons and vital information and they will not get the most out of their learning.

We encourage regular attendance by providing a caring, welcoming and enjoyable learning environment for the children, ensuring a productive and successful school career. Should there be a difficulty preventing a child coming to school, we work closely with families providing as much support as possible.

The Local Authority has set an attendance target of 97% or above for the school. Last year the school achieved 96.4%.

Our Education Welfare Officer is Mrs Archant and she works closely with us monitoring pupils' patterns of attendance, informing parents/carers in writing of irregular attendance and meetings with parents if necessary. Each half term, we will publish attendance statistics and you can see your child's current attendance when you log on to your child's class page on the VLP.

As a school, we expect that parents/carers will:

- always encourage regular school attendance and be aware of your legal responsibilities
- always ensure that your child arrives at the school punctually (between 8.45-8.55) and fully prepared for the day
- ensure that you contact the school whenever your child is unwell and unable to attend school
- contact the school by 9 am on the first day of your child's absence and telephone every day thereafter unless your child has a doctor's certificate
- contact us promptly whenever any problem occurs that may keep your child away from school.

It is very important that children are in school so they can make the most progress. If it is absolutely necessary for your child to be absent from school, you need to complete an S2 form informing the school and requesting authorisation of the absence. Authorisation can only be given in 'exceptional circumstances'. A family holiday is not normally considered by the Government to be an 'exceptional circumstance' and therefore will not be authorised by the school.

We must take this opportunity to remind you, that should you choose to take your child out of school without the authorisation of the school, then Parental Responsibility Measures could be instigated. **This could result in a Penalty Notice being issued by the Local Authority where a child has been absent for 10 unauthorised sessions (ie 5 school days). If a Penalty notice has been issued in the previous year and your child has a further period of unauthorised absence then it is likely that this would result in legal proceedings.**

Schools are required to notify the Local Authority if a child has unauthorised absences. Unauthorised absences can be acquired when:

- Leave has been requested, but the circumstances are such that the school cannot authorise the leave and it is taken anyway
- Leave is not requested and the school has grounds to believe that the child has been taken out of school for an avoidable reason
- A child continually arrives late after registration closes, i.e. after 9.10am
- A child is ill for 5 or more consecutive days without medical evidence

With your continued support we look forward to improving the school's attendance and reaching the target for the school.

Kind regards,

Mrs Sparks
Head Teacher