



Dear Parents / Carers,

October 2024

As promised, I am writing to you about our new Attendance Policy.

Attendance

The Department for Education have issued new statutory requirements that all schools must follow to encourage better school attendance. Please find attached our new Attendance Policy, which explains these changes. They include our approach to supporting families to improve attendance, the role that all school staff and governors play in supporting pupil attendance, the increased local authority's fining procedures and the monitoring and declarations of our attendance data to the government.

We expect good attendance and punctuality from our students, because absence from school affects attainment, wellbeing and can also be a risk to the safeguarding of students. Parents/carers are responsible for making sure that their children attend school regularly and we will work with parents to support them with this responsibility. Persistent Absence is defined as an attendance rate of 90% or below and this equates to missing 19 days of school in a year.

We will be proactive in supporting families when attendance begins to become a concern, and parents may also be invited to an Attendance Support Meeting when there are ongoing concerns about attendance. This supportive meeting will help the school to understand the challenges for each individual student or family and a plan will be made to support attendance.

We have already seen attendance improving on this time last year. Some of the main barriers are leave of absences and keeping the whole family off school if one child is poorly. Leave of absences are only granted in exceptional circumstances, so please consider this before applying. I will not authorise family holidays during term-time. If you go on a holiday without authorisation, you may be liable to pay a penalty notice. Please also, don't keep the whole family at home if only one child is poorly, as you will be eligible for a fine for each of your children.

We know that, when good habits are established early in the year, they are more likely to stick. Our attendance team will continue to work with all families for this to improve further. Thank you for working with us.

Yours faithfully,

Mrs R Keen
Headteacher

