

19 July 2022

Dear Parents/Carers

School Attendance

We are writing this letter to you about attendance to provide you with a clear outline about absence procedures and the School and Local Authority responses to poor pupil attendance, in promoting high levels of attendance and taking action where there are unsatisfactory reasons for absence. Unbroken attendance at school is important for learning. However, there will be times when absence is unavoidable and acceptable. This letter explains the approach we are following to manage attendance. Types of absence is classed as authorised or unauthorised. Absences are coded as authorised where reasons are considered valid and unauthorised where no explanation or unacceptable reasons are given.

Unacceptable Reasons, the following reasons are not acceptable:

- Shopping visits
- Care for family members
- Days out to theme parks or to attend concerts/shows
- Parents' work commitments or business trips
- Holidays taken in term time (including long weekends taken on Fridays and/or Mondays)
- Parental illness
- Collect siblings from school
- Hayfever
- Headaches
- General coughs and colds

If your child is unable to attend school for any reason you **MUST** inform us by telephone on the first day of absence before 9.30am and every day of absence.

It is useful to know the expected day of return. If you do not supply us with this information, we have a duty to contact, you for so that we may be sure of the child's whereabouts as this is a safeguarding measure. Where the child is absent through illness or medical appointments this will normally be counted as authorised. Where we have concerns over excessive absence patterns through illness, we will need to discuss this with parents to gain a better understanding of the problems and to offer support. Where no contact from home this would trigger a home visit.

Medical/Dental/Opticians should be arranged outside school hours, but we know this is not always possible. Where children need to attend such appointments during the school day it is important that



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parents notify the school. Evidence of any appointments should be provided prior to the appointment to school where no evidence provided this too would be an unauthorised absence. We would not authorise a full day absence for any appointments, and we expect your child to attend before or after the appointment dependant of the time of the appointment. Medical and dental appointments count as authorised absences where evidence is provided.

Emergency Occasions - there are some occasions e.g., bereavements, family problems, etc. where it may be inappropriate for children to attend school; we will be sympathetic to such needs.

Currently the total amount of court fines issued to parents whose children attend NBA this academic year is £4735. Highest court fine issued to a parent was £1475.

#attendtoday#achievetomorrow

Yours sincerely

Michelle Scott
Headteacher



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