



24 January 2018

Dear Parents

School Attendance

The annual school term and holiday calendar has been distributed and is available on the school website. The calendar includes Inset days which are non-pupil days.

It is a legal requirement for pupils to attend school during term time. Attendance is regularly monitored by staff and governors and last year our attendance figure was 96% which is very good.

The government's definition of persistent absence is a child who has 10% absence or more.

The school is expected to follow government guidance. Therefore, if a child's attendance falls below 90% due to unauthorised absence, I will send you a warning letter. If a child continues to be persistently absent with unauthorised absence then a Penalty Notice will be issued by the Local Authority.

I cannot authorise absences due to family holidays. The impact of families taking term time holidays not only has a detrimental effect on school attendance figures but also on their learning. Children who are away from school miss opportunities to mix with their peers and experience shared learning opportunities. We encourage parents to request medical and dental appointments outside of school. Special circumstances such as attending funerals for example are at my discretion and should be discussed with me.

Of course, absence due to illness cannot be avoided. If your child is absent from school, please contact the school office and give a full explanation as to why your child is absent. Please note that if a child has sickness or diarrhoea, they should not attend school for 48 hours from the last episode of sickness. For other illnesses, there may be instances where your child feels better by mid-morning and would be able to come into school for the afternoon session.

Registers are open from 9:00 – 9:15 each morning. A day is made up of 2 sessions. If a child arrives after the registers close then they are recorded as being late, which represents an absent mark for the whole morning session. We would prefer all children to be in their classrooms by 9am. Arriving late means that children are not being given the best start to their school day and it often takes them longer to settle down to activities

As a school we want to maintain a good attendance record for our pupils and need your support to do this. By following the guidelines in this letter you will be supporting us in this aim.

Yours sincerely

Mrs C Musty

Head Teacher

Rodmarton Primary School, Rodmarton, Cirencester, Gloucestershire GL7 6PE
Telephone: 01285 841284 email: admin@rodmarton.gloucs.sch.uk www.rodmartonschool.co.uk
Head teacher: Mrs C Musty



South Cotswold
SCHOOLS' PARTNERSHIP
Creating an exciting future for education through partnership