



21 May 2019

Dear Parents

### **School Attendance**

It is a legal requirement for pupils to attend school during term time and individual pupil attendance is regularly monitored by staff and governors.

The government's definition of persistent absence is a child who has 10% absence or more and schools are expected to follow this guidance. If your child's attendance falls below 90% this will be discussed with you. If these absences are unauthorised, I will send you a warning letter. If your child continues to be persistently absent with unauthorised absences, a Penalty Notice may be issued by Gloucestershire County Council who have recently revised their guidance:

- Penalty notices may be issued by the Local Authority under the following circumstances:
  - 4.1B – Absence from school during term-time in order to take a holiday, where the Headteacher has not authorised the absence and where there have been ten sessions (morning and afternoons count as two sessions) of unauthorised holiday within the immediately preceding 10-week period. In such a case, each parent may be issued with a separate penalty notice (minimum of £60 per parent) for each child taken out of school.
- Penalty notices can be issued for lateness as follows:
  - 4.1ci – Persistent lateness of a pupil arriving at school after the registers have closed and where there have been ten sessions of unauthorised lateness within the immediately preceding ten-week period.

The impact of families taking term time holidays not only has a detrimental effect on school attendance figures but also on a pupil's and the whole class's learning. Children who are away from school not only miss curriculum content, they miss opportunities to mix with their peers and experience shared learning opportunities.

If your child is absent from school due to illness, 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, such as colds, there may be instances where your child is well enough to come to school or feels better by mid-morning and would be able to come into school for the afternoon session. We encourage parents to request medical and dental appointments outside of school hours.

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 8:55am. 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**

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**Head Teacher**

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