

Parental Letter on School Attendance

5th September 2022

Dear Parents and carers

We are writing to communicate with you about attendance for all children at The Bemrose School so parents and carers are aware of procedures. The governors have made it clear but they support good attendance, being above 95%, and we know that high levels of attendance bring the best outcomes for your child.

Unbroken attendance at school is important for learning. There will be times when absence is unavoidable and acceptable. This letter explains the approach we will follow to manage your child's attendance.

Each absence is classed as authorised or unauthorised that is decided by the school. reasons that are considered to be unacceptable are given below.

Unacceptable absences

- Shopping visits
- Care for family members
- Days of holiday or visits to leisure venues
- Any holiday or unagreed trip in term time

Unauthorised absences will be referred to the Education Welfare Service and will be followed up including pupils attendance that drops below 90%. This can result in fines, prosecution and even custodial sentences.

Illness and First Day Call

If your child is unable to attend school through illness you should inform us by telephone on the first day of absence and before 9.00am. it is useful to know the expected date of return. supply us with this information we have a duty to contact you to be sure as to where your child is 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 you in order to gain a better understanding of the problems and how we can support.

Medical or Dental Appointments

it is generally better if these can be arranged outside of school hours. Where children need to attend such appointments during the school day it is important let you ring in and provide an appointment slip. these will be authorised where we feel that nonattendance is not excessive.

we want all children to be in school regularly and that is having attendance above 95% this is less than one days absence per month. We know from looking at pupil data that where attendance is above 95% the pupil goes on to achieve outcomes that are at or exceed their potential. Good Attendance Matters!

Satchel 1 will provide parents with their child's attendance, and we will send attendance prints/certificates home termly. There is further information on attendance on the school website.

We look forward to working with you on this matter to ensure your child is in school regularly to be their best me.

if you have any questions please ask.

Yours sincerely,

Neil Wilkinson

Neil Wilkinson

Executive Headteacher