

04/09/2024

Dear Parent/Carers

### **Expectation Re Attendance**

As we settle into a new academic year, I wanted to welcome you back to school, particularly to the new families that have joined us. I hope the children have enjoyed their return to school and are ready for the fun and challenges that the year will bring. I know that staff have been working hard over the summer break to ensure we provide the best possible experience for the children.

I wrote to you at the end of the summer term, outlining the changes to the attendance Penalty Notice procedure and wanted to remind you of these changes and the importance of good attendance.

Regular attendance is necessary for success in school. Help ensure that your child has the best opportunity for success by making sure he/she is in school every day. Learning is a progressive activity; each day's lessons build upon those of the previous day(s), building on children's knowledge and skills. The more pupils miss school, the lower their academic outcomes. They may then want to be in school less.

We would like to remind you that government guidance dictates that pupil's attendance is expected to be between 100% - 95%.

Our policy is to work alongside parents / carers and pupils to improve attendance, as we understand the barriers that can impact your child's attendance. We are continually working to support our families.

With the introduction of the new National Framework for Penalty Notices, for 5 school days of unauthorised absence within a rolling 10 school week period, I wanted to share the process of referral to the Local Authority Attendance Team (see attached).

#### **Level 1**

A concerns letter will be issued drawing attention to your child's attendance and a supportive conversation will take place over the phone, if attendance falls below 95%. This will be monitored over a 14 days period.

If attendance does not show an improvement, then the process will move to the next level.

**Level 2**

You will be expected to attend a Level 2 Attendance meeting, where a support plan will be agreed towards resolving difficulties. This will once again be monitored over a 14 day period. In the unfortunate event that this does not improve outcomes, then the case will be referred to the Local Authority (see attached).

We do understand that there are often many complex issues which impact school attendance, and I invite you to contact us to share your concerns. We will do our very best to support you.

Yours sincerely,

Paula Barker  
Attendance Lead  
Assistant Head teacher