



Monday 13th January 2025

Dear Parents/Carers,

I am writing to you regarding attendance for pupils who attend our school. As you may recall, Mr Marshall sent out a letter to parents early in September notifying you of changes to the government agenda to improve attendance within schools, this came into effect from 19th August 2024.

During the last week of term, I received a phone call from the local authority, and they informed me that our school has been rated as 'amber' regarding whole school attendance. As our school is not rated 'green', this means that we must look at proactive ways of improving school attendance. In addition, I must meet with our attendance support officer on a termly basis.

Whilst I fully appreciate that we have had a number of children who have been genuinely ill, and especially during the autumn term with many nasty illnesses around, some of our pupils now have an attendance which sits between 70% and 89%. Attendance for children should be around 94% for the whole academic year – by the end of the summer term.

We also have an increasing number of pupils who are arriving late at school on a regular basis. Lates are also considered by the local authority and go against school attendance overall.

Whilst our remit is not to go straight to the local authority to issue penalty notices (fines), we have to improve attendance overall. In moving forward to action this, Mrs Slater and I will be contacting parents in the first instance. This will purely be from a supportive manner, and we will have conversations regarding support for our families. Should support not be taken and attendance/lateness not improve, this must be reported to the local authority where they will consider issuing fines. If you need to refer to our school attendance policy, this can be found on our website.

A reminder too that the school day begins at 9am. For children who arrive after this time, an 'L' code is added to the child's attendance record. It can be very daunting for a child to enter the classroom late, and in addition and importantly, they miss the beginning of sessions which then impacts their learning.

Mrs Slater and I have tracked the attendance/lates for the autumn term for pupils whose attendance is below 90%. This will continue to be monitored on a fortnightly basis, and it may be that we contact you should attendance not improve. As mentioned above, we are fully aware that some of our pupils have medical issues and therefore their attendance is affected due to this.

If you need to discuss your child's attendance, please do not hesitate in contacting myself or Mrs Slater. Please be assured, our focus is to build positive relationships with all our parents/carers.

Please can I also remind you of the importance of reporting a child's absence. This is important for safeguarding reasons also, so that we can record the correct coding on your child's attendance register. All absent pupils must be phoned into the office by 9.15am at the latest. We have answer phone facility should you need to contact the office before it opens. If you do not contact school, Mrs Cox will contact you either by phone or by text. When this is received, please contact school giving the reason why your child is absent. Should your child be ill over a number of days, please report to school on a daily basis so that we can be updated.

Thank you for your continued support.

Yours Sincerely

Mrs C. Davies

Deputy Headteacher