

Parrett and Axe

Church of England Voluntary Aided Primary School

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Dear Parents

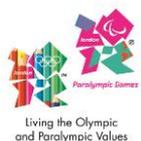
At our school, we are committed to providing a full and inclusive education to all and to encourage our students to strive for excellence. Regular school attendance and good punctuality are crucial factors in pupils achieving their full potential. By getting your child to school on time every day, you help build their future success. For this reason, we encourage good attendance, regularly monitor attendance and take action when needed. We have termly attendance register checks from the Dorset Local Authority when percentages of absences are monitored and trends identified. The majority of our absences are due to illness. We have a 48-hour absence policy for vomiting and diarrhoea and follow NHS guidance for other contagious illnesses. However, if your child has a milder illness, please do carefully consider if they really are too unwell to attend school. Our target attendance figure is 97%. As you can see in the table below, our whole school attendance for 2017/2018 was only 96.4%. Your child's current attendance percentage will be shared with you at our Parents' Evening.

Illness

Obviously, children get ill occasionally. If a child cannot attend school, parents/carers should contact the school before 8.45am giving the nature of the illness and expected length of time absent. You must then call us every day of your child's absence, or the absence will be recorded as unauthorised. If we do not receive a reason for your child's absence, then we will try and contact you to find out why your child is not in school. If we are unable to contact you, we may ask an officer from the local authority to carry out a home visit. Should your child have persistent illness absences, you will receive a letter from us asking you to provide medical evidence before we can authorise any absences. Wherever possible, we would ask that medical appointments be made outside of the school day, although we understand that this is not always possible. If your child does need to attend a medical appointment (e.g. dentist, doctors, hospital), you may be asked to provide evidence of this appointment. This can be in the form of a compliment slip from the surgery/other, giving your child's name and date of appointment, with an official signature and stamp.

Holidays

Please remember that we are unable to authorise holiday during term time. Holiday taken during term-time has an impact on your child's learning and attainment. Leave of absence applications are intended for families where there is an exceptional circumstance that requires a child to be away from school. If you believe that you have an exceptional reason for requesting leave of absence, please complete a leave of absence form, available from the school office. In line with the Government's latest advice, if children are taken out of school without the Head-teacher's authorisation, a Fixed Penalty Notice may be issued by the local authority. Your children only attend school for 190 days out of 365. This leaves 175 days for holidays. Please book your holidays during these 175 days of school holidays.



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Parents and Carers

Parents and carers have a legal responsibility to ensure that their children attend school regularly and stay in school for every lesson after they have registered. What is expected of parents and carers with regard to attendance?

- To keep requests for their child to be absent to a minimum
- To provide a reason for any period of absence, before the absence or on the first day of absence and any subsequent days
- To ensure that their child arrives at school on time, properly dressed, with the right equipment (such as PE kit) and ready to learn.
- To offer a valid reason for any lateness.
- To work closely with the school and Local Authority Attendance Officer to resolve any problems that may hamper a child's attendance
- To take family holidays during school holiday periods.
- To be aware of curriculum requirements and be especially aware of being present and punctual during important academic, children are given assessments tests every term to ensure they are fulfilling their potential.

What it means to miss school?

- Every day of school missed by a pupil reduces their attendance by 0.5%.
- Although 95% attendance sounds good, it means that your child has missed ten whole days of school.
- Twenty whole days of school have been missed if a child's attendance is 90%.
- If a child has 85% attendance over a school year, they will have missed 6 weeks or half a term of schooling.
- School is a fast-paced learning environment and missing even a day can seriously affect your child's ability and stunt their progress.

How we Catergorise attendance?

Attendance Status	Equivalent Attendance	What does this mean?
Blue	98.6% - 100%	Attendance is excellent.
Green	97% - 98.5%	Attendance is very good.
Yellow	96% - 96.9%	Attendance is in line with the national attendance.
Amber	94% - 95.9%	Attendance is below national.
Pink	90.1% - 93.9%	Attendance is well below National. First Stage Monitoring.
Red	90% and Below	Categorised as Persistent Absence. Attendance is very poor and a serious concern. Red Level monitoring and intervention. is likely.

Yours sincerely
Mr Simon Smith
Headteacher



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