

6 March 2019

Dear Parents/Carers

## SCHOOL ATTENDANCE

On behalf of the Governing Board I am writing to you about the importance of good school attendance. You will no doubt be aware that we aim for certain levels of attendance each year. Our target for last year was **97%** attendance. Unfortunately, our school did not meet that target. The target for this year is again 97% and we obviously want to aim to improve on that figure.

There are still some key issues that we need to improve upon in order to achieve our goal and I feel it important to share these with you:-

### **Family Holidays**

Time off school for a holiday is not a right and will only be authorised in the future where '**exceptional**' circumstances warrant it, in accordance with Government Regulations. Parents should always apply for leave from school well in advance.

The percentage of Holidays/Leave that are not authorised are scrutinised in detail by Ofsted when they inspect our school

### **Late marks**

We are still experiencing an increase in the number of children late to school. This also impacts on the school's attendance data.

Please ensure that morning habits are planned in line with the school start time of 8.55am.

The Department for Education inform schools that pupils need to attend school regularly to benefit from their education.

**\*\*PLEASE SEE ATTACHED LEAFLET THAT GIVES YOU MORE INFORMATION ABOUT ATTENDANCE\*\***

We do have an ever increasing percentage of pupils who are proud to achieve 100% attendance, but as a school we obviously need to increase the overall Whole School attendance figure.

I therefore thank you for your support in enabling us to reach our target figure for this year.

Yours sincerely

Anna Shone  
Chair of Governing Board