



## Attendance procedures at Allenbourn

7 December 2017

Dear Parents and Carers,

Over the past year, attendance has been an area for whole school improvement. The national figure for attendance is 96%. Our attendance figure for last year was 95.3%.

We have put in clear procedures to monitor attendance and it is through your support that we can work together to see this figure increase.

As I have previously communicated, attendance is monitored half-termly and parents/carers receive a letter informing them if their child's attendance drops below 95%. This will then involve a further meeting with myself if attendance does not show improvement over the following weeks. We fully appreciate the children come down with illnesses and time off school to recuperate is necessary, however for the benefit of their education. It is important that time off school is kept to the minimum. If your child is ill, please contact the school office on the first day of absence stating the illness specifically e.g. sickness bug, chest infection. You then need to contact the school office for every further illness day.

From January 2018, all requests for absence from school must be made in writing to the school (emails will not be accepted) as far in advance as possible. The 'Application for Leave of Absence' form is attached with this letter, which can also be downloaded from our website. In line with Department of Education regulations, no holiday will be authorised in term time unless there are genuine exceptional circumstances. For 10 or more half day sessions of unauthorised absence within a 12 school week period a fixed penalty notice may be issued.

We ask that parents consider the impact holidays during term time could have on their child's education. There is evidence that missing school can lower academic achievement and will interrupt the learning of the whole class with teachers having to spend time helping children catch up when they return. We believe that education is vital in enabling children to have the very best start in life, and regular attendance plays a key part in that.

I would like to thank you for supporting the school. If you have any comments or queries, please do not hesitate to contact me.

Yours sincerely,

Miss P Davies  
Deputy Headteacher

