

Attendance Newsletter

Across the Brindishe Federation, we firmly believe that regular school attendance is essential for the educational progress and overall wellbeing of all our pupils. It is about working in partnership with our children, parents, carers and the Local Authority to ensure we set high expectations. We hope that this letter helps you to keep in mind the key aspects of our attendance policy.

Why does regular attendance matter?

Keeping attendance above 96%, allows your child to:

- Fully engage in learning and make academic progress
- maintain friendships and develop new ones
- Grow in confidence in a supportive and nurturing school environment
- Build a sense of routine and responsibility, essential for future success

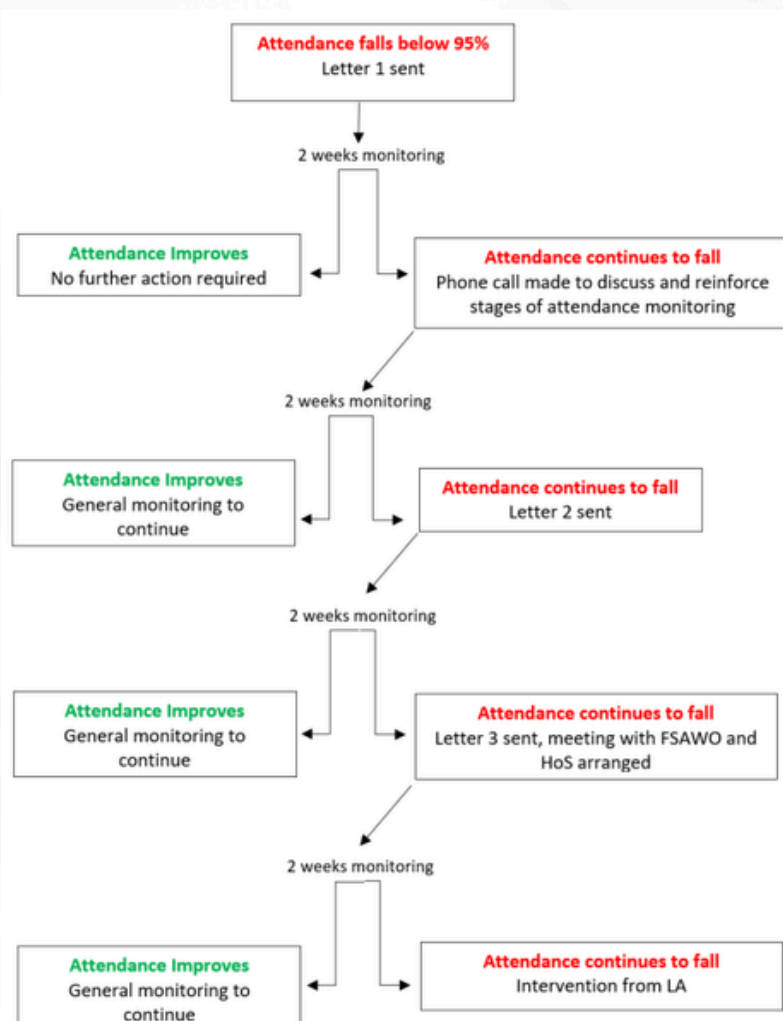


How do we monitor attendance?

Every fortnight, staff at the school monitor their attendance.

If your child's attendance:

- falls below 95%, you will be sent a letter to remind you of the importance of attendance in school
- continues to fall, a member of staff will call you to discuss your child's attendance
- continues to fall further, you will be sent a letter regarding the loss of learning time
- continues to fall further, you will be invited in for a meeting with the HoS and FASWO
- does not improve, you will be sent a letter from the LA informing you of potential legal procedures including a court warning



What does a percentage look like in days?

Below shows how your child's attendance can be affected if they are off. We aim for all children to be around 96%.

- 95% (2 weeks) 9 days off in a school year
- 90% (4 weeks) 19 days off in a school year
- 85% (6 weeks) 29 days off in a school year

What absence will we authorise?

We recognise that there are circumstances where a pupil's absence can't be avoided.

Acceptable reasons for being absent from school include:

- Illness
- Medical appointments: if your child has a medical appointment that CANNOT be scheduled outside school hours, please notify us in advance and provide relevant documentation (e.g. an appointment card)
- Religious observance
- Exceptional circumstances

Don't forget about Punctuality!

The school registers close, straight after the gate shuts, so being in school on time is very important. Missing the start of a lesson means your child is missing their learning and can be very disruptive and unsettling. Minutes late can also affect your attendance, so make sure your child is in school on time.



How should you report an 'unplanned' absence?

In the event of an unplanned absence, we request you follow these steps:

- Contact the school: on the day of the absence, please call the school office before 8.30am and leave a message to inform us about your child's absence.
- Provide a reason for absence: please provide a brief explanation for the absence, such as illness or family emergency, to help us maintain accurate records.

Can I go on holiday during term-time?

Term-time holidays are generally not permitted during the school year. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom.

However, we recognise that there may be exceptional circumstances that require a term-time holiday. In such rare cases, please submit a formal request to the head of school well in advance. The head of school will carefully consider each request and, if deemed appropriate and in the best interest of the child, may grant permission for the term-time holiday.

We emphasise that such instances will only be considered on a discretionary basis, and the decision will be made with the pupil's educational welfare as the utmost priority. We appreciate your cooperation and understanding regarding our approach to term-time holidays.

Fines for unauthorised absence

The Local Authority/head of school may issue a fine (known as a fixed-penalty notice) for unauthorised absence. If issued with one, you'll need to pay this directly to the local authority – £80 within 21 days, or £160 within 28 days.

The decision whether to issue a fine may take into account factors such as the number of unauthorised within a rolling academic year and one-off instances of irregular attendance.



What support can we offer?

We understand that some pupils may face challenges that impact on their attendance. Our school's attendance team is here to provide support and guidance to pupils and families in such situations. If you encounter any difficulties related to attendance, please get on touch with either your child's class teacher, a member of the schools SLT team or Clare Doran (FSWAO).

If you are worried about your child/children's attendance the first port of call is to discuss your concerns with the school directly. Please feel free to contact Clare on 07943 041970

A big thank you to for working with us to make sure our children attend school regularly!