



Attendance Information

Parents are legally responsible for ensuring that their children regularly attend the school at which they are registered. Parents can help to ensure regular attendance by:

- encouraging their children to attend school regularly and on time
- taking an interest in their children's education and life at school
- communicating with their children's school in order to discuss any emerging issues or problems notifying their children's school on the first day of any absence
- not arranging any family holidays during term time

Some children, unfortunately, fail to attend school regularly. This is where internal or legal action will be taken.

Under the guidance of Central Bedfordshire council, we deal with attendance issues through Trigger letters.

Trigger 1 is sent to highlight a fall in attendance as it is easy to lose track of days your child has been off.

Trigger 2 letter will be sent if your child's attendance falls close to 90%.

Fixed Penalty Notices may be issued in cases where attendance is really low or absences have been unauthorised. Please be aware that 10 unauthorised sessions (1 day = 2 sessions) will be reported to Central Bedfordshire council as your child in this instance is referred to as '**missing in education**'.

For more information, please visit:

<http://www.centralbedfordshire.gov.uk/school/pupil-support/non-school-attendance/about-penalty-notice.aspx>