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'Every child is unique and at the heart of everything we do'

9th March 2020

RE: School Attendance

Dear Parents/Carers

As the new Attendance Officer at Thornhill Primary School, I am writing to you to keep you up to date with the main points from our attendance policy.

Our aim at Thornhill Primary School is to promote and encourage good attendance, as it is a major contributor to good attainment. Pupils who attend regularly statistically achieve better outcomes at school and consequently in their futures.

As a school, we would prefer all of our pupils to have 100% attendance but we do realise that this is not always possible as illness does occur. We would ask for parents/carers support to aim for their child's attendance not to fall below 96%, which is our school's minimum target.

Lateness

Our school day begins at 8.45am and the register is taken promptly. Any child who comes into school after this time will be marked in the register as late. Once the classroom doors are closed, a sign will be put up telling you that your child is late and they will need to be taken to the school office to be signed in by an adult

If your child comes into school after 8.55am they will be marked in as an unauthorised late.

Absences – Please note it is the parent/carers responsibility to inform the school if a child is not going to be in school.

Absences will be authorised if:

- The pupil is ill (medical evidence may be required)
- The pupil has an emergency dental or medical appointment
- Leave of absence from school. A form is to be completed and agreed by the Head Teacher in exceptional circumstances only.
- Religious observance
- There is a bereavement to a close family member.

Absences will be marked as unauthorised if:

- No explanation is received by the school for the absence
- Holidays not authorised by the Head Teacher
- Birthdays



- Parent/carer is ill
- The school is dissatisfied with the explanations given
- Persistent lateness.

If there is a fall in a child's attendance I will contact parents/carers to discuss how we can work together to get the attendance rates back up for that child, as it is easy to lose track of days your child has had off.

If a child's attendance continues to fall, a letter will be sent home to parents/carers.

A FIXED PENALTY NOTICE WILL BE ISSUED IF 10 SESSIONS OF UNAUTHORISED ABSENCE, IS RECORDED IN A PERIOD OF 12 SCHOOL WEEKS. THIS INCLUDED UNAUTHORISED LATES

For more information, please visit

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

Yours sincerely

Miss C Gow
Attendance Officer

