

17.11.15

Dear Parents

On 16<sup>th</sup> November 2015, our governing body approved a new attendance policy. You will be able to read it on our website.

From 23<sup>rd</sup> November 2015, any child who has 10 unauthorised sessions of absence within a 6 week period, is likely to be referred to the local authority and may be at risk of incurring a fine.

This means that unauthorised absence that is not consecutive (odd days), will be accumulated and can leave families at risk of a penalty notice. Please remember, one day is **two** sessions, so ten sessions is **five** days.

After 3 days of illness you are likely to be required to provide medical evidence of your child's absence. As always, this can be a prescription, medication in date that has come via a prescription, or an appointment card from a doctor's surgery.

Every child should aim to have attendance of at least 97%. Many of our children have attendance above this level, but sadly some do not. Good attendance and punctuality are a valuable employment skills and we endeavour to foster good work place habits.

If you are concerned about your child's attendance, or wish to discuss attendance matters, please do not hesitate to contact me. Additionally, you can request a copy of your child's attendance certificate at any time, from Mrs Todd in the school office.

Yours Sincerely

Mrs V Hall

Head Teacher

