



Spotlight on Attendance

A very important message for all parents/carers

May 2017

Dear Parent/Carer,

I'm writing to urge you to do everything that you can to ensure that your child is healthy and able to attend school regularly. The key to your children learning, progressing and benefitting from the amazing opportunities that are on offer here at Windmill Primary is them being here! It's pretty simple...if your children aren't here, then they aren't going to learn in our school.

Windmill Primary School is continuing to work in partnership with parents to improve school attendance. We would like to congratulate the many parents who make sure their children attend school regularly – thank you. **We also understand that if children are poorly or struck down with an illness, then they won't be able to attend school. However, as a school we are duty bound (legally) to monitor attendance and write to you, whatever the circumstance, if attendance is below a certain percentage. These letters will be coming home today or in the first week back after half term.**

Our current whole school attendance for the year is 96.3%. This is in line with the national picture, but below our target of 97.0%.

It is a parent's legal responsibility to ensure their children receive appropriate education. Failing to send your child to school regularly without good reason is a criminal offence.

Absence disrupts the education of the individual pupil and the whole class. Are you aware that children who do not attend regularly:

- do not achieve as well in future exams
- could find it more difficult to maintain friendships
- miss out on opportunities in school
- feel left out of what is going on

Absence can only be authorised by the Principal, within the boundaries set by the Education (Pupil Registrations) (England) Regulations 2006. Legal action may be taken by the school if there are too many unauthorised absences.



How does your child compare?

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
90%	19 days	4 weeks	100 lessons
80%	38 days	8 weeks	200 lessons

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in their school life.

All absence must be reported to the office by 9.00am. 'Special Leave of Absence' forms continue to be available from the office for long periods of pre-arranged absence. You will need to complete a form and you must be willing to have a meeting with Mr Bateson to discuss the requests. Before making a booking you need to receive written (email) permission from the school authorising the absence. Authorisation is **not** guaranteed and 'exceptional circumstances' is at the discretion of me, the Principal.

Whilst we appreciate that hospital appointments are non-negotiable, all routine dentist and doctor's appointments must be organised outside of school hours unless they are an emergency. Any registration marks that are missed as a result of these appointments will impact on your child's attendance percentage and their chance to receive their 100% certificate for that half-term.

Please note that from the 22nd of April 2016 the criteria for issuing Penalty Notices for unauthorised term time absence reduced to 10 sessions (5 school days). Any requests that exceed this time from now onwards will be dealt with by a referral to the Educational Inclusion and Partnership Team. I am duty bound to do this.

If the matter is referred to the Educational Inclusion and Partnership Team for consideration of further action, you need to be aware that the outcome could be a Penalty Notice, payable direct to the Local Authority. The Penalty Notice is £60 per parent/adult for each student if paid within 21 days, increasing to £120 if paid after 21 days but within 28 days of issue. If the Penalty Notice is not paid within 28 days, the Local Authority may instigate legal proceedings under section 444 (1) of the Education Act 1996. If found guilty of an offence under this Act, parents will receive a criminal record and could be fined up to £1000.

Again, many thanks to those parents who make sure their child is attending school regularly and are therefore benefiting fully from their educational opportunity here at Windmill.

Thanks for your continued support and have a great half term.

Kind regards,



Matt Coleman
Principal