

19th May 2016

Dear Parent/Carer,

I am writing to inform you that during this academic year the school's attendance has been a cause for concern. The target for school attendance is 96%. If your child's attendance falls below 90% the government now view this as persistent absence.

We understand that some children have medical conditions that we have a Medical Plan for. In these exceptional circumstances we can authorise absence under 90%. We also appreciate that children are genuinely unwell at times. However, if your child's attendance falls below 90%, future absence will not be authorised by the school without medical evidence being provided. If your child accumulates 10 unauthorised sessions (5 whole school days) within a single school term, you may be liable for a Fixed Penalty Notice and referral to the Education Welfare Service. Lateness can also result in a missed morning session.

I appreciate that many families work very hard to ensure their children are in school every day and I would like to take this opportunity to thank you. In addition to this effort, if you feel your child is unwell, but able to attend school, please have a conversation with us as our staff are very happy to keep a close eye on them. In cases where you may be unsure if your child is genuinely unwell, you are welcome to come into school at lunch time to administer medication such as calpol.

I appreciate your support in this important matter.

Yours sincerely,

R Munro
Head Teacher