



1<sup>st</sup> November 2019

Dear Parents and Carers

### **SCHOOL ATTENDANCE**

Over the past three years there has been a steady decline in our attendance figures, which has caused some interest to parties outside of our school.

Whilst we have many children with full or high levels of attendance, I am writing to all parents and carers to remind you of the importance of regular school attendance. There is a very strong link between regular school attendance and achievement, and if any child is frequently absent from school the chances of them achieving their best, is much lower.

Due to the continued decline, reducing absence has now become a priority for our children and our school development plan. Please note, our Attendance Policy has recently been reviewed by staff and governors and whilst we've attached a copy, some of the points to consider are:

- The Education (Pupil Registration) (England) Regulations 2006 were amended in September 2013. All references to holidays and extended leave were removed. The amendments specify that headteachers may not grant any leave of absence during term time unless there are '**exceptional circumstances**'.
- **Unauthorised absences** are those which the school does not consider reasonable and for which no 'leave' has been given (see Attendance Policy for examples). This type of absence can lead to the Local Authority using sanctions and/or legal proceedings which may include issuing each parent with a Penalty Notice or referring the matter to the Magistrates Court
- Holidays taken during term time without leave, not deemed 'for exceptional purposes' may result in a Fixed Penalty Notice or if you have previously been issued a Penalty Notice, the school may request a direct prosecution by the local authority.
- Only the head teacher may authorise a leave of absence, such a request and all applications for a leave of absence must be made in writing to the Head Teacher.

**Remember achieving 90% of *something* may not sound too bad, but 90% attendance throughout your child's whole school career means over one year's absence!**

The table below shows how absence can affect the school year:

<b>Attendance during one school year</b>	<b>Equates to days absent</b>	<b>Which is approximately</b>
94%	10 days	2 weeks
90%	19 days	4 weeks
85%	29 days	6 weeks
80%	38 days	8 weeks

Last year, our whole school attendance was **95.63%** this is an increase in school absence on the previous year and further away from our target of 97% (national level). We need to remember, for our school to reach 97% we need to ensure that children's time out of school is only for illness or **exceptional circumstances**.

Together I'm sure we'll improve attendance. If something stops, or is stopping your child coming to school, please come and talk to us about it.

The William Stukeley CE School and the Local Education Authority need to make attendance and achievement a high priority. We are sure you will help us with this. We would like to congratulate the many parents who make sure their children attend school regularly.

Yours sincerely

Mr T W Emery  
Head Teacher



**The Wroxham**  
*Transformative Learning Alliance*

