



HEADTEACHER: Mr A.G. Neenan

Cross Lane, Great Barr, Birmingham, B43 6LN  
Tel: 0121 357 3216 Fax: 0121 358 5523

email: [headteacher@holynamesandwell.sch.uk](mailto:headteacher@holynamesandwell.sch.uk)

website: [www.holynameprimary.co.uk](http://www.holynameprimary.co.uk)

"With Jesus as our guide; we love, live and learn together."

Friday 6<sup>th</sup> September 2019

Dear Parents

## ATTENDANCE UPDATE FOR PARENTS

I hope that you and your families have had a lovely summer holiday and have made a good start to the new school year.

This is a courtesy letter to inform parents of the improvements that the school has made with regard to its attendance during the past 12 months and keep you up to date with our absence procedures so that we may successfully work together to achieve the highest possible attendance for all pupils.

Last year our overall school attendance was **96.7%**, a significant improvement from **95.6%** for the previous academic year 2017-18. This is above the national expectation of **96%** and we would like to thank you for your support. We also increased the number of individual pupils achieving **96%** attendance (or higher) by **10%** and reduced the number of persistent absentees (pupils with less than 90% attendance) by **23%** when compared with 2017-18.

On behalf of our governing body we would like to thank and congratulate our pupils and parents for all of your help and commitment in achieving this. This year we would like to aim even higher!

### Legal Requirements:

By law we are required to monitor and manage all attendance and absence in accordance with the Pupil Registration Regulations and follow the Department for Education (DfE) guidelines in relation to attendance and absence. We expect all parents/carers to work with us to ensure all pupils maintain an attendance figure of at least **96%** throughout the academic year.

The law states that **it is the responsibility of the parent to ensure their child attends regularly and on time to the school at which they are on roll.**

Failure to ensure regular attendance can result in legal action. Legal action can result in a court appearance, which may result in a fine or even court appearance sentence where appropriate. A Fixed Penalty Notice is a fine that can be issued to each parent for 'each child' in the event of persistent absenteeism and failure to pay the fine will result in further court action.

*Reference: Section 7 of the Education Act 1996*

### Monitoring of Attendance and Punctuality:

Attendance is monitored in school every week. If a child's attendance falls below **96%**, their attendance will be tracked more closely.

If their attendance falls below **95%**, you will receive a courtesy letter to inform you of this so that you may support your child and school in ensuring that their attendance does not decline any further.

Punctuality will also be monitored weekly. If your child arrives **LATE more than 5 times** in any school year, then the 'privilege' of school marking this LATE will be 'withdrawn' and if your child is not **IN THE CLASSROOM** before **9.00am** in the morning or **1.10pm** in the afternoon this will be marked as unauthorised.

### Procedure for Lateness:

The school gates are opened at **8.45am** every morning and closed promptly at **9.00am**. Any children arriving after **9.00am** must be taken to the school office by their parent or carer. No parent should send their child to the school office on their own as they must be signed in by the adult bringing them to school in the LATE BOOK.

Failure by a parent to 'hand over' their child at the school office and sign their child 'in' is **likely to result in UNAUTHORISED ABSENCE** (no absence can be considered for authorisation without an acceptable reason being provided) and potentially presents a safeguarding issue around their child's supervision.

Parents/carers must wait in the foyer with their child until a member of the office staff is available to take their child into the school building and into class.

#### **Absence as a Result of Illness:**

If your child is unable to attend school as a result of illness then school must be contacted **before 9.15am** to provide an acceptable reason for that absence in order to avoid that absence being recorded as **unauthorised**.

If your child's attendance is presenting a concern, then you may be asked to provide the headteacher with some further information, detail or evidence (sometimes in writing) that supports your view as a parent/carer that their child was 'unfit' to attend school. The information provided can then be taken into consideration by the headteacher when determining whether the absence can be **authorised**.

If, when asked for, a parent/carer does not or cannot provide further information, detail or evidence that absence will remain **unauthorised**. School and parents/carers can work with the School Health Service and invite parents/carers/children to meet and discuss any unresolved issues.

#### **The Role of the Education Welfare Officer:**

Sally Beasley is our Education Welfare Officer. Her role is to provide support to families and parents through meetings in school or at home and to conduct random/planned home visits if absence occurs.

#### **Home visits may take place if:**

- Your child is absent from school (this may be a random 'spot-check' regardless of your child's current attendance)
- You have not contacted school to inform us of the reason for absence
- Your child's attendance is below the expected 96%
- Patterns of absence emerge

If a home visit takes place and you are not in, then you will receive a letter to notify you that the Education Welfare Officer was present. The absence will be recorded as **unauthorised** and will not be considered for authorisation by the headteacher until further information is provided to school.

#### **A meeting with the Education Welfare Officer will be scheduled if your child's attendance has:**

- fallen **below 95%** and is continuing to decline
- been historically **below 90%** (persistent absentee) or close to this percentage and an ongoing pattern of poor attendance is continuing

If an attendance meeting is scheduled, then you are expected to attend or arrange a mutually convenient time. Failure to attend the meeting may result in legal action. It is likely that further review meetings will need to take place until your child's attendance is no longer a concern.

I hope that this letter explains clearly how attendance and punctuality is monitored in school. Please speak to me or a member of the school office should you require any further information. Our Attendance Policy is available to view on the school website. We hope that we can count on your support to continue to achieve excellent attendance for all of our pupils for this academic year.

Yours sincerely



Mrs E. Chapman  
Deputy Headteacher and Attendance Leader