



Broadfield Community Primary School  
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Headteacher: Mrs. Dardis BSC (Hons), PGCE, MA(dip), NPQH

*Learning, Growing and Succeeding Together*

28th September 2017

Dear Parent/Carer

### **IMPORTANT INFORMATION FOR ALL PARENT/CARERS**

Broadfield Community Primary School has been working hard to improve the attendance of all pupils. It is widely recognised that the educational outcomes of children and young people can be significantly impacted upon by periods of absence. Therefore, we want to encourage parents to ensure that their child attends school every day and arrive on time. We do appreciate the fact that a number of pupils have excellent attendance and punctuality and this should be commended.

At Broadfield Community Primary School we fully appreciate that there may be occasions when a pupil's attendance may be affected due to exceptional circumstances. In these cases, support and advice will always be available from the school. All pupils' attendance is closely monitored by the school and only the head teacher can authorise any absence. At Broadfield we aspire for every child to achieve at least 97% attendance.

Parents must not make medical appointments for during the school day, unless it is a hospital appointment. Evidence of the appointment should be shown to the office and class teacher. Other appointments where children are expected to attend must be discussed with the head teacher. We would also request that where possible parents/carers provide school with medical evidence when absence is related to illness, i.e. a copy of prescriptions or medical/appointment cards.

Sessions not attended does impact on the children's attainment and are recorded unauthorised in the register. Please be aware the local authority monitors unauthorised absences and where appropriate will issue penalty notices or consider prosecution in the magistrates court.

Penalty notices can also be requested for poor punctuality. If your child regularly arrives in school late (after 9:15am), the late will be recorded as unauthorised and then the school will be able to request a penalty notice on this basis.

A penalty notice will be issued to each parent for each child. The penalty notice incurs a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within the first 21 days.

**Failure to pay a penalty notice may result in legal proceedings being taken. Other statutory action may also be considered under the Education Act 1996, which may result in prosecution in the Magistrates' Court. If found guilty the parent will receive a criminal record and may receive a fine of up to £2,500 and/or three months' imprisonment.**

If your child is experiencing any problems that may be affecting their attendance or punctuality, then please contact the school on 01706 647580 to discuss any support that could be provided to ensure their regular attendance. Broadfield Community Primary School is working hard to improve attendance, which will ensure that all pupils in school have the opportunity to reach their full potential and improve outcomes for their future.

Yours sincerely

Rachel Dardis

