



Roseacres Primary School, Roseacres, Takeley, Bishop's Stortford, CM22 6QY
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Website: www.roseacres.co.uk Head teacher: Mrs I. Barron

Attendance Letter - Autumn 2019

Dear Parents/Carers,

School attendance and reporting procedures

Schools are required to monitor pupil attendance regularly in order to ensure that each child is gaining the maximum benefit from their free educational entitlement. Schools are also inspected and judged by Ofsted in this regard, with comparisons being made against National benchmarks.

Apart from ensuring that each child is enabled to maximise their educational entitlement, attendance is a key feature of pupil well-being and safety and as such there are certain requirements placed upon schools in this regard.

As we commence a new academic year with the addition of new families, I felt it would be helpful to bring to everyone's attention the following in respect of the reporting and recording responsibilities for each party:-

- It is a parent/carer's responsibility to make a first day call if their child is absent stating a valid reason and expected day of return by 9.20am.
- If we have not heard from you, the office staff will activate the 'first day call' system. We are required to make all reasonable attempts to contact you or another named contact to satisfy ourselves that your child is safe.
- If a child arrives late to school, then the late log must be completed providing a valid reason (just commenting 'late' is not acceptable).
- The school is obliged to regularly monitor attendance, issuing alert letters where attendance is a cause for concern, or falls below the 'persistent absence' threshold, however so caused. Additionally, a parent may be invited to a school attendance meeting to discuss causes and solutions to improve a child's attendance.
- Currently, the law does not give any entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits Head teachers granting leave of absence to a pupil except where an application has been made in advance and the Head teacher considers that there are exceptional circumstances relating to the application. If a holiday is not authorised, and is taken without permission, a penalty notice may be issued to each parent of £60 for each child to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120. If the higher penalty is not paid within 28 days, the Local Authority will then institute legal proceedings against you in the magistrate's court under Section 444 of the Education Act 1996 for failing to ensure your child attends school regularly.

- The LA regulations currently state that:-
 - A penalty notice may be issued if 10 unauthorised sessions have occurred during a ten week period (NB. Each school day is made up of 2 sessions).
 - A penalty notice may be issued if there are 6 or more unauthorised sessions due to a holiday taken during the first two weeks of September.

For more information, I would also refer you to the Trust's Attendance & Punctuality Policy and the agreed term dates for the academic year, which are available on our website, or the LA website <https://www.essex.gov.uk/Education-Schools/Schools/Attending-School/Pages/Legal-action-to-enforce-penalties.aspx>

Attendance is one of the key issues from our first Ofsted Inspection (July 18), and an area that prevented us from getting an outstanding judgement for the aspect of 'Personal Development, Behaviour and Welfare'. However, good attendance is not about Ofsted. It is about children gaining as much as they can from the educational opportunities on offer, and to which they are entitled, so that they can reach their all-round potential.

If for any reason there is an issue that arises that may affect or is affecting your child's punctuality or attendance, please let us know at the earliest opportunity. If is a matter that you would like to discuss with me, then please make a request for an appointment via the main office.

I thank all those parents/carers who continue to work in partnership with the school to ensure that good attendance is achieved for their child.

Thank you in advance for your support and co-operation.

Yours sincerely,

Mrs I Barron
Head teacher