

Axbridge Church of England First School Academy

Headteacher
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17th January 2020

Dear Parent/Carer,

Attendance Information

As you may be aware, we have a statutory duty to regularly monitor pupil's attendance and as such, we are writing to inform you of your child's expected attendance for the academic year, and the updated procedures and protocols we must adhere to.

Good attendance is vital as part of our CARE ethos and values. We want, and expect, all children to have the same opportunity to participate in all learning, events, extra curricula trips and activities.

Whilst we appreciate, and are mindful, that there may be genuine reasons for low attendance, for example, medical reasons, we would expect pupils to have an attendance record above 95%. We monitor this on a monthly basis and pupils who fall below the expected level will receive an initial letter from the school. If attendance continues to drop, we will ask that the absence is supported by medical evidence in order to be authorised. You may also be invited to attend an attendance meeting with myself.

Requests for absence can still be authorised in exceptional circumstances e.g. for sporting and musical activities, medical appointments, funerals and family weddings.

If a period of absence is unauthorised, then a referral could be made to the Local Authority which could result in a Penalty Notice.

Penalty Notice Protocol

A Penalty Notice could be pursued in the following circumstances:

- There have been at least 10 sessions of unauthorised absence in the last 12 weeks.
- If the Headteacher does not authorise a request for term time leave and the parent/carer takes the leave (there must be at least 10 continuous sessions - 5 days, of unauthorised leave taken)

All requests for Penalty Notices are discussed and agreed with Education Attendance Service. Once this has been agreed, the parent/carer will receive a *Warning Letter* requesting that their child attends school for a period of 15 consecutive days. Should any unauthorised absences take place during this period, a Penalty Notice will be issued by Somerset County Council, as per the [Somerset County Council, Penalty Notice Code of Conduct](#). Please note that the Penalty Notice will be issued to each parent/carer.

If there are no absences during the fifteen school days no Penalty Notice will be issued on that occasion. However, the school will continue to monitor your child's attendance and will be in contact should further concerns arise. If there are further unauthorised absences within the three months following this letter, a Penalty Notice may still be issued.

A penalty notice is £60 if paid within 21 days of receipt or £120 after, [per parent/carer](#). If not paid in full by the end of the 28 day period the LA (Local Authority) must prosecute.



The table below shows how attendance can affect your child's future progression:

Above 97%: Less than 6 days absence a year Excellent attendance demonstrating an active engagement with school and learning
95%: 10 days absence a year Good attendance demonstrating good engagement with school
90%: 19 days absence a year Pupils are missing over four weeks of school per year and as such will face difficulty achieving their best
85%: 29 days absence a year Pupils are missing six weeks of school per year and are classified by as "Persistent Absentees".

If you have any queries or would like to talk to anyone about attendance please do not hesitate to contact the school office or myself.

Thank you for your continued support in this matter.

Yours sincerely



Lorna Richardson
Headteacher



