



West Butterwick C.E. Primary School

School Lane, West Butterwick, Scunthorpe, North Lincs DN17 3LB Telephone/Fax: 01724 783244

Headteacher - Mrs J A Buckle
www.trentsidefederation.co.uk

17th October 2016

Dear Parents/Carers

Re: Attendance.

I would like to take this opportunity to **thank you** for helping to support our efforts in raising our attendance. West Butterwick's whole of the academic year comparative data %:-

Year	Attendances	Authorised	Unauthorised
09/10	95.4%	4.4%	0.2%
10/11	97.6%	2.3%	0.1%
11/12	96.4%	3.2%	0.5%
13/14	96.31%	3.38%	0.30%
14/15	97.08%	2.55%	0.37%
15/16	96.88%	2.56%	0.56%

We didn't exceed our target of 97.2% we had a dip of 0.8% in 15/16 but I know we can do better. Our target this academic year 16/17 is 97%.

As a reminder, wherever possible appointments should be kept to the school holidays or after school. If this is not the case please could you ensure that a copy of the appointment letter is handed in to the office or if you receive the appointment via text again, please show to the school office. This way we can log appointments for when we get visits from the Education Welfare Office.

Leave of absence during term time is not an entitlement and will not be granted for the sole purpose of a family holiday. Each request will be considered on the exceptional circumstances detailed on the application form by the Head Teacher. Currently in line with Government guidance a penalty notice may be issued or other legal action taken in relation to this matter. A fixed penalty notice is £60 per child, per parent/carer.

West Butterwick School really does appreciate your co-operation and understanding with this matter. We understand how important attendance is and if you require any help/guidance please do not hesitate to contact school.

Kind Regards
Amanda Cooke
Admin