

Ridgeway Infant School

"A safe, happy school where everyone does their best!"

Uplands Avenue, Littleover, Derby, DE23 1GG

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Acting Head teacher: Mrs T Dale



Wednesday, 7th November 2018

Dear Parents and Carers,

In line with the Derby City Attendance Code of Conduct the school Attendance Policy has been updated. The policy is available online or as a hard copy upon request. We are writing to inform you of some changes to the policy and to remind you of certain areas of attendance.

Family holidays during term time - All holidays or individual days off taken in term time will be unauthorised. Parents/ carers who wish to take their child out of school for any reason need to complete a Leave of Absence Request form prior to the start date. The form is available through the school website, which can be submitted online, or from the school office. A referral will be made to the Education Welfare Office for the consideration of issuing a Penalty Notice in line with the procedures in place. We would like to point out that all such holidays that fall within term time will be subject to the same consequence. The Education Welfare Office have stated that "Ridgeway Infants continue to follow the guidelines that are agreed and set by the Government and Local Authority, and therefore are not selective over which families are referred for penalty notices to be issued".

Absence through illness – If your child is going to be absent from school through illness please contact us before 9.00am either by telephone on the number above or by using the dedicated absence email address – absence@ridgeway.derby.sch.uk

Letters are issued in line with the school attendance policy and Government recommendations which states that all attendance below 95% will be brought to the attention of the parents/ carers and will be closely monitored. The letters are issued to all children whose attendance falls below the expected level unless a child has a confirmed medical condition that prevents regular attendance. All letters are issued with the sole intention of supporting an improvement in attendance.

If a child's attendance levels fall to 85% or below, despite supportive measures offered by school, all subsequent absences will be recorded as unauthorised unless supported by medical evidence. This does not have to be a letter from the doctor but confirmation of an appointment. This level of attendance will also trigger a referral to the Education Welfare Office.

If you have any questions regarding the attendance policy or any of the information detailed in this letter please do not hesitate to contact me via email or by telephoning the school.

Yours sincerely

Mrs T Morris

tmorris@ridgeway.derby.sch.uk

Lead Learning Mentor/ Deputy DSL