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3 September 2024

Dear Parents/Carers

### Re: Attendance to school - New DFE Guidance

It is very important that pupils aim to attend school every day. Children who attend school everyday are happier learners than those who miss school on a regular basis. Children who miss school often fall behind and can struggle with friendships and confidence. We are very proud to say that many of our pupils have a 99/100% attendance record, and I would like to thank parents and carers for their support in achieving this.

It is a parent/carer legal responsibility to ensure that their child attends school everyday. There are only two reasons why a child should miss school;

- 1. They are too ill to attend school.** This means vomiting, diarrhoea, severe cold or other diagnosed illness. If your child is too ill to attend school then please contact us every morning they can not attend. If they have vomited or have diarrhoea they must not attend school for 24 hours after the last episode. Cold-like symptoms, sore throat, headache, under the weather, feeling unwell are not reasons for a child to be absent from school.
- 2. An exceptional reason requested in advance and agreed with the headteacher** - for example, funeral of a close relative or a music exam.

We would ask that, where possible, medical appointments are made outside of school hours. Absence for all other reasons will be unauthorised. **Please note we can not authorise holidays in term time and parents are legally not permitted to take children out of school for holidays/travel, even if it includes travel to see family or for a special occasion.**

If a child is absent from school, without authorisation, for more than 15 sessions (7.5 days) in a term, then the school is obliged to apply to the local authority for the issue of a Fixed Penalty Notice fine. **New Department for Education guidance has increased the penalty fines to £80 per child and made the issuing of penalty fines a mandatory duty for all schools.**

We monitor attendance very carefully and you will be contacted if your child's attendance becomes cause for concern. We want all our pupils to be happy in attending school, and if you feel that your child is becoming reluctant to attend school then please do not hesitate to contact us.

Yours sincerely

Ms K Thomas  
Headteacher

