



Beardall Fields Primary & Nursery School
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Dear Parents and Carers,

As we start a new term, I would like to welcome and introduce you to Mrs Katherine Campsall, who will be working one day a week as the Attendance Officer here at Beardall Fields Primary and Nursery School. Mrs Campsall will oversee the attendance of pupils within the school.

As you will be aware here at Beardall Fields Primary and Nursery School, attendance is a key priority. We work together with parents and carers to ensure excellent attendance and punctuality for every child in school. Our aim is to ensure all children, where possible achieve a minimum attendance level of 97%.

With this aim, Mrs Campsall will now be working with you should your child's attendance fall short of what we would expect. This will be in the way of letters being sent home, face to face contact and maybe even home visits where we feel this is necessary. Mrs Campsall will first and foremost be looking at ways in which we can support families with getting children in school if there are underlying reasons as to why they are not attending on a regular basis.

Attached to this letter, is a parent friendly copy of our attendance policy, which details what we expect and when we will be in touch with you, regarding your child's attendance.

You, as parents and carers, have a legal obligation under section 444 of the Education Act 1996, to ensure your child attends school on a regular basis. Failure to do so is an offence and can lead to penalty notices and or prosecution under section 444 (1) of this act.

We are all here to try and ensure this doesn't happen. So, what can we do to help increase children's attendance and prevent further action being taken?

Things you can do to help improve your child's attendance:

- Ensure they are in school and on time wherever possible, this includes when a child has a minor ailment such as a cough, cold and generally being under the weather.
- If your child is absent from school due to illness or unforeseen circumstances, please notify the office before 9.00am (where possible) and advise on what the illness is and what action you are taking (i.e. doc appointment).
- **Do not** take your child out of school for a term time holiday (these are subject to penalty notices and will be recorded as unauthorised).

Things we as a school do to ensure attendance is improved

- Monitor attendance on a weekly basis and notify you at the earliest opportunity when attendance is starting to cause concern.
- Contact parents/carers via letter when certain thresholds are reached, to discuss any concerns we, or you, may have around your child's attendance.
- If attendance is causing particular concern, we may look to support and seek outside help to manage your child's attendance.
- We run attendance incentives, for classes and individuals to ensure good attendance throughout the year.

For a child to reach their full potential they need to be attending school on regular and this is highlighted in the table below.

Above 96%	Less than 6 days absence a year: Excellent attendance! Pupils with this attendance should achieve the best grades they can, leading to the best possible start in their next phase of education.
95%	Less than 10 days absence in a year: Pupils with this attendance are likely to achieve their target grades and will be well prepared for starting the next phase of their education.
90%	19 days absence over the year: Pupils with this attendance are missing a month of school per year and may fall behind in Maths and English; it will be difficult for them to achieve their best. Attendance at this level is deemed to be, persistent absence - parents of pupils with this level of attendance could be issued with a Penalty Notice by the LA.
85%	29 days absence in a year: These pupils are missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best.
80%	Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with work.

I hope this information is helpful and that you welcome Mrs Campsall to the Beardall Fields family.

Should you wish to discuss the content of this letter, or the policy please do not hesitate to contact us.

Yours sincerely

Miss Katherine Collins
Head Teacher