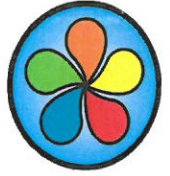


Woodthorpe Community Primary School
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Headteacher: Dave Smith
Chair of Governors: David Parkin
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City Community Learning Trust

October 2017

Dear Parents and Carers

School Attendance

I write to inform you that the school's Attendance Policy has been updated in response to recent communication with representatives of the Local Authority.

The Local Authority monitors the attendance of all pupils and works closely with the school to identify and address any concerns.

As a result of concerns about attendance, the following changes to the policy have been agreed in order to support our children to attend school regularly.

Responding to absence:

- Parents/carers should contact school before 9.30am on the first day that their child is absent for any reason
- Parents/carers will be contacted by school on the first day of absence if no reason has been provided.
- Absence will be authorised at the Headteacher's discretion. Absence due to illness may not be authorised without medical evidence.
- Medical and dental appointments should be made out of school hours wherever possible. Children should not miss the whole day for routine appointments.
- The School's Education Welfare Officer may contact parents/carers by telephone, home visit, or meeting in school, to discuss initial or continued concerns.



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- A referral may be made to the local MAST or other agencies, as appropriate, for support for a child or family, where attendance continues to be a concern.
- Should attendance not improve, parents/carers will be invited to a School Attendance Panel meeting to discuss the issue further with a representative from the Local Authority and a School Governor. An immediate Penalty Notice Warning, or a referral for prosecution in the Magistrates Court may be made, if reasons for absence are not sufficient.

A copy of our revised Attendance Policy is available on the school's website and App, and from the school's reception.

I enclose a copy of further information: *School Attendance – The Law*, for your information.

I am sure you understand that regular attendance is vital in order that all our children achieve the best possible outcomes in their learning and progress while at Woodthorpe School. I thank you for your cooperation in ensuring that your child(ren) attend school every day.

Yours sincerely

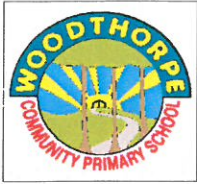


Mr D Smith
Headteacher



Mr D Parkin
Chair of Governors





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School Attendance - The Law

The Education Act 1996:

Section 7 states that:

The parent/carer of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable -

- (a) to age, ability and aptitude, and
 - (b) to any special educational needs the child may have,
- either by regular attendance at school or 'otherwise'.

Section 444 (i) states that: If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at this school, his/her parents/carers are guilty of an offence.

A person found guilty of such an offence is liable to a fine of up to £1000.

Section 444 (1A) states that: If a parent/carer knowingly fails to secure his/her child's regular attendance at school without reasonable justification, they may be found guilty of the more serious aggravated offence.

A person found guilty of such an offence is liable to sanctions including a fine of up to £2500 or a term of imprisonment, or both.

Penalty notices: The school may request that the council issues a Penalty Notice or take other statutory action through the courts to secure regular school attendance. A penalty notice is used as an early intervention and is an alternative to prosecution under Section 444 of the Education Act for irregular school attendance which is not authorised by the school.

The Penalty fine is currently £120 but reduced to £60 if paid within 21 days. Failure to pay a penalty notice fine within 28 days may result in prosecution, for the original offence, in the magistrate's court under Section 444 of the Education Act 1996. This may result in a fine up to £1,000 plus costs.



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