

Dear Parents and Carers,

At Educate Together Academy Trust, we place great importance on good attendance and punctuality.

We know that a child's attendance has a direct impact on their learning. Those children who are regularly absent from school and regularly late do not achieve their potential and do fall behind in class.

Please support the school in this by ensuring that your child attends school regularly and arrives ready to learn and on time at 08.45am.

The chart below identifies the possible amount of lost learning due to poor attendance:

| Attendance during the school year | Equals this number of days absent | Which is approx. this many weeks absent | Which means this number of lessons missed |
|-----------------------------------|-----------------------------------|---|---|
| 90% | 19 days | 4 weeks | 100 lessons |
| 80% | 38 days | 8 weeks | 200 lessons |
| 70% | 57 days | 11.5 weeks | 290 lessons |

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.

Every half-day absence from school, by law, has to be classified as either **authorised** or **unauthorised**. This is why information about the cause of absence is always asked for.

If a child has more than 8 sessions (4 full days) of unauthorised absence within a 10-week period, this will automatically trigger a penalty notice. This is a fine of £60 per child rising to £120 if not paid within 21 days.

We understand that there are often good reasons for absence and if they are too unwell to attend or have an infectious disease, it is important that they stay off school until they are well. This will be recorded as authorised absence for illness.

In exceptional circumstances, there may be other reasons for authorised term time absence. This is not usually for holidays and can only be authorised for very good reasons, when there is no choice about the time it can be taken. You must apply in writing using the school request form and the Head Teacher will decide on whether or not the absence can be authorised.

Examples of reasons that would **not** be accepted:

- A birthday
- A shopping trip
- Day trips
- Holidays – unless agreed as exceptional circumstances

We appreciate the challenges that some parents face when booking holidays, particularly during the school holidays. However, regular attendance at school is vital in helping children and young people to achieve their full potential and get the best possible start in life.

We are happy to work with both children and families to improve attendance and punctuality. Please do come and talk to us if you are having problems with getting your child to attend school.

Punctuality

It is very important that all children arrive on time. School gate opens at 8.45am every morning. If your child arrives after 8.50am then they are recorded as late.

Please note that if your child arrives at school later than 09:30 we are required to mark them as absent for that half day session.

If children are regularly late, you will be invited to attend a meeting to look at how punctuality can be improved.

Kind Regards

Emma Lindsay

Head Teacher Abbey Farm ET Primary