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Acting Head Teacher: Mr R Fenton B.A (Hons)

10<sup>th</sup> November 2016

Dear Parents,

### **Attendance Policy**

I thought it would be helpful to share with parents the steps we take when monitoring the attendance and punctuality of the children.

The DfE set out the guidelines that we must follow when it comes to children's attendance. Since 1<sup>st</sup> September 2015 all schools are required to take action to ensure that each child's attendance does not fall below 90%. We are also required to ensure that all children are punctual to their lessons.

To ensure that we do not have any children with absence below 90%, we monitor the children's attendance each month. If it falls below 93% we send a letter to parents to alert them to this fact. If the attendance does not improve the following month, we write to parents to invite them into school to meet with the relevant Phase Leader to support them in resolving the issues that have caused the poor attendance. If there is no improvement the following month, we will invite the parents into school to meet with me, again to support parents in resolving any issues.

We also monitor the children's punctuality each month and if a child has two or more late marks in a month, we send a letter to parents to alert them to this fact. If the punctuality does not improve the following month, we write to parents to invite them into school to meet with the relevant Phase Leader to support them in resolving the issues that have caused the poor punctuality. If there is no improvement the following month, we will invite the parents into school to meet with me, again to support parents in resolving any issues.

I am sure you will agree that it is important that each child attends school each day and arrives on time to start the school day and I thank you for your support with this.

Yours sincerely,

Mr Rob Fenton  
Acting Head Teacher