



# Goodyers End Primary School

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21 July 2017

Dear Parents/Carers

Our school attendance target is currently 96.7%. Our current school attendance sadly falls extremely short of this at 94.7%. Our priority over the next year is to close the gap to reach our target. From September 2017 we are making two key changes to support improving attendance at GYE:

1. We will be referring all unauthorised leave of absence through to the Attendance and Compliance Team.
2. If your child is absent for 3 days or more with no contact/satisfactory reason given, medical evidence will be required for the absence to be authorised.

We appreciate closing a 2% gap is a huge task so we really do need and appreciate your support in ensuring your child attends school regularly. Below is some information as to why attendance is important and to make you aware of key features of the Goodyers End attendance policy.

Goodyers End Primary School is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all.

This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.

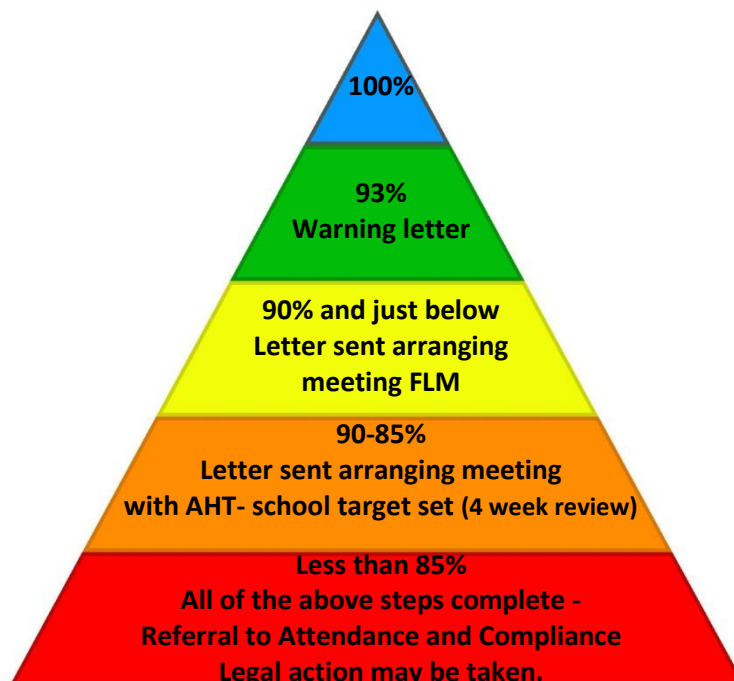
Absences will only be authorised in the following circumstances:

- a) where the school is satisfied that the child is too ill to attend;
- b) where the pupil has a medical appointment (although parents should be encouraged to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him/her to school beforehand);
- c) where there is an unavoidable cause for the absence which is beyond the family's control, e.g. extreme weather conditions;
- d) the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs;
- e) in other **exceptional circumstances** (e.g. a family bereavement) and **for a very limited period**.

Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for **not** authorising absence would be:

- no explanation has been given by the parent after a period of 10 days;
- the school is not satisfied with the explanation;
- the pupil being taken shopping during school hours;
- the pupil is absent for **unexceptional** reasons, e.g. a birthday;
- the pupil is absent from school on a family holiday without prior permission;
- the pupil has been stopped during a truancy sweep and is unable (or the parent is unable) to give a satisfactory reason for the absence.

Our flow chart details the steps we take when your child's attendance becomes a concern. If there is a reason for your child's attendance decreasing we are here to support you. In this case please call the office to arrange a meeting with Miss Stringer or Miss Nelson.



If there are still concerns over your child's attendance and no improvement has been made after all intervention steps above have been completed, a fixed penalty notice may be issued by the Local Authority.

As a reminder for September school starts promptly at 8:55am. We really appreciate your support in this matter over the next coming year.

Yours sincerely

Miss Stringer  
Assistant Headteacher