



Earl Sterndale C of E Primary School

Attendance Letters and Monitoring

Dear Parent/Carers,

As you will be aware from previous communication, schools are expected to prioritise attendance and punctuality of all pupils. We want all our children to achieve at their full potential and succeed. Good attendance plays a significant part in future success. Therefore, we are constantly looking at ways of improving our practices for that to happen.

For a school to be considered to have good attendance we must have attendance of at least 96%.

Our school attendance is currently below 96%. We are very concerned about this and are therefore taking action to ensure improvements. We can only achieve this by working together. We are implementing attendance steps which are in line with Local Authority and Government Guidance.

We will continue to monitor attendance and punctuality via:

- Phone calls
- Face to face conversations
- Letters
- Meetings

Letters:

Red and Amber letters will be sent if your child's attendance becomes a cause of concern. These letters will go to all families (even if staff are aware of individual issues impacting attendance).

Amber Letter	Sent to parents whose children have attendance below 95%
Red Letter	Sent to parents whose children have attendance below 90%

The letter is to make you aware of your child's attendance and to encourage you to do everything that you can to maintain good attendance. We understand that most parents do inform us of absences for illness and other circumstances. However, we want to work with you to improve your child's attendance to reach above 96%.

We also understand that there are children with significant medical conditions and will support those families to have the best attendance that they can.

Absences:

The table below shows the amount of lost learning a child may have by missing school for a whole academic year.

Your letter will show the attendance percentage as a current attendance from the start of September to the current date.

100% attendance	Zero days missed	Perfection!
99% attendance	Two days of absence across the year	Excellent!
97% attendance	Five days of absence across the year	Good
95% attendance	Nine days of absence across the year: one week and four days of learning missed.	Satisfactory
90% attendance	Nineteen days of absence across the year; three weeks and four days of learning missed	Poor
85% attendance	Twenty-eight days of absence across the year: five weeks and three days of learning missed.	Very Poor
80% attendance	Thirty-eight days of absence across the year: seven weeks and 3 days of learning missed.	Unacceptable
75% attendance	Forty-six days of absence across the year: nine weeks and one day of learning missed.	Unacceptable

Punctuality

Arriving at school on time and ready to learn is the best start to the day for your child. Even being 5 minutes late per day can add up to 3.5 school days missed across the year. Our register closes at 9.10am. Any child arriving after that is recorded as late. Persistent lateness can also be referred to the Local Authority and may be subject to a Fixed Penalty Notice.

Holidays

A significant factor in our attendance data is holidays during term-time. School will not approve these, unless there are exceptional circumstances.

Fines

We have a duty of care, shared with the Local Authority, to challenge poor attendance. Where attendance levels are low and where there are invalid reasons then parents are liable to a fine of £60 per pupil per parent. This could mean a fine of £360 for two parents of three children. This would be doubled to £720 if the fine is unpaid within 21 days, and could ultimately lead to a criminal conviction.

Our whole school approach to improve attendance and punctuality is because we want to best for your child. Please contact me, or another member of staff, if you would like support with improving attendance. There is additional information on our school website [here](#).

Kind regards,

Sarah Humpleby

Headteacher
SENCo, DSL