



Earl Sterndale C of E Primary School

Attendance

Dear Parent/Carers,

At Earl Sterndale, we want every child to attend school regularly so that they can achieve their full potential both academically and socially. Good attendance helps children make strong progress, develop friendships and feel fully part of school life.

We recognise that some children and families face genuine barriers to attendance, including medical needs, anxiety, SEND and family circumstances. Where difficulties arise, we are committed to working in partnership with families to understand those barriers and provide appropriate support. At the same time, we ask all families to prioritise attendance wherever possible and to avoid unnecessary absence. **If your child is finding it difficult to attend school due to health, anxiety, family circumstances or any other reason, please speak to us as early as possible so that we can work together to provide support.**

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). These letters are intended to keep families informed and, where needed, start a conversation about any support that may help improve attendance.

Amber Letter	Attendance is becoming a concern or showing a declining trend
Red Letter	Persistent absence risk (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 want to work with you to improve your child's attendance and maximise the amount of learning time they spend in school. We recognise that some pupils have significant medical or additional needs which can affect attendance. In these circumstances we will work closely with families and relevant professionals to support the best possible attendance for each child.

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.	Significant concern
75% attendance	Forty-six days of absence across the year: nine weeks and one day of learning missed.	Significant concern

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.

Registration begins at 9:00am. Pupils arriving after 9:10am will receive an L code. Registers close at 9:30am. Pupils arriving after 9:30am will receive a U code.

Holidays

Holidays during term time will only be authorised in exceptional circumstances. Requests should be made in writing to the Headteacher in advance. Unauthorised holidays of five days or more are likely to be referred to the Local Authority for consideration of a Penalty Notice.

Fines

The Local Authority and schools have a legal duty to address unauthorised absence. Where attendance concerns remain despite support being offered, parents may be liable for a Penalty Notice in line with current national guidance. Further information can be found on the school website or by speaking with the Headteacher. Current national guidance allows schools and local authorities to consider legal action where pupils accumulate 10 sessions (5 school days) of unauthorised absence within a rolling 10-week period.

Our whole-school approach to attendance and punctuality is based on our commitment to ensuring every child has the best possible opportunity to learn, succeed and thrive. If you would like to discuss attendance, barriers to attendance or any support your family may need, please do not hesitate to contact me.

Kind regards,

Sarah Humpleby
Headteacher