

JC/jfh

13 September 2012

Dear Parents

**School Attendance**

Regular school attendance makes a major contribution to the overall attainment and progress of your child. For continued progress towards the best results it is essential children come to school each day, and arrives at school on time.

The school must be informed on the first morning of any absence, by telephoning the school office before 9.30 am. It is a legal requirement for the school to register the reason for absence. Some categories of absence and unexplained absences will be recorded as unauthorised.

All children's attendance is monitored daily. I am briefed weekly on the attendance and all attendance data is sent monthly to Portsmouth City Council.

In order to achieve our target of Outstanding in our next Ofsted Inspection it is imperative that all our school attendance remains high. You may be interested to know our current attendance is 93% which is disappointing and is a direct reflection on families taking unauthorised holidays. We ask that at all times you work with us to keep good standards of attendance.

Each half term you will receive your child's Traffic Light Attendance report which will keep you informed of how your child's attendance reflects against the National Average of 95%.

I would like to remind you that no absence will be authorised during the Autumn Term or during periods of National Assessments. In line with other city schools and Portsmouth City Council directives we will refer families who choose to keep their children off school during these times for fining. Please remember that both parents, and if appropriate, grandparents, are fined per child. We also follow guidance set out by the Attendance Monitoring Service and will refer to fining those families to have more than 10 unauthorised sessions of absence.

I hope that you will continue to support us with this very important aspect of your child's education.

Yours sincerely,

Mrs J Cooper  
Headteacher