

JC/jfh

24 September 2018

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 that children come to school each day, and that they arrive to 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. We require a paper trail for all absences from school. This can be in the form of a **letter** which must be **given to the school office on the day your child returns to school**, or by sending in a **text** which can be printed off and put on file.

All children's attendance is monitored daily. I am briefed weekly on the attendance and all attendance data is sent regularly to Portsmouth City Council for their assessment. Every half term the City Council analyse our school attendance data and will identify those children where there are concerns. Furthermore they will advise the school on a course of action if appropriate.

Twice a year 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 96%.

In order to achieve the very best outcomes for your child it is imperative that all our school attendance remains high. Families taking unauthorised holidays affect our overall attendance figure and impact learning. We ask that at all times you work with us to keep good standards of attendance. I would like to remind you of the school policy on requested leave of absence from school.

- 1. No Holiday requests will be authorised in the Autumn Term (September, October, November and December).**
- 2. No requests will be authorised if your child's attendance falls below 96%.**
- 3. No requests will be authorised during May or June or any other times when National Testing takes place.**
- 4. At all other times, a maximum of 5 days will be authorised only.**

In line with other city schools and Portsmouth City Council directives we may 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 are very proud of our children and families who achieve excellent attendance and celebrate this with prizes and awards at the end of the school year. Thank you to all of you who have supported us in ensuring that children are attending school everyday in order to secure the best possible life chances.

I hope that you will continue to support us with this very important aspect of your child's education. I will be happy to meet with you if you have any concerns with regard to your child's attendance.

Yours sincerely,

Mrs J Cooper
Headteacher