

Southminster C of E Primary School

A member of the Diocese of Chelmsford Vine Schools Trust
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Headteacher Mrs X Glynn Assistant Headteacher Mrs K Cuthbert



28 January 2020

Dear Parents/Carers

Attendance Procedures

I am concerned that the attendance in school at present is a concern for some children. Can I remind you of the following procedures that need to be followed.

- **Parent Responsibility**
To contact the school office before registers open at 8.50am to explain why your child is going to be absent. For an illness to be authorised you need to give a specific reason.
Evidence of medical appointments during school time need to be given to the school office. This absence may be unauthorised without evidence.
- **First Day Calling**
If we have not heard from you a text message will be sent asking you to contact the school immediately to explain the absence. If we don't receive a telephone call the school office will ring you. If you are not contactable then the office may try the other emergency numbers or a home visit will be carried out. Safeguarding is paramount for the school to know where every child is if they are absent from school.
- **Attendance below 95%**
When a child's attendance falls below 95% a letter of concern will be sent home. If there is no improvement a meeting will be arranged with me for you to explain why your child's attendance is seriously low. Once attendance drops below 90% your child is classed as a Persistent Absentee. Their attendance will be closely monitored and absence will be authorised at the discretion of myself. If a child has 10 unauthorised sessions in a 10 week period this can lead to legal action.

I would like to remind you that parents / carers have a responsibility to ensure their children receive efficient, full time education under section 7 of the 1996 Education Act. Failure to do so could result in prosecution by the Local Authority in the Magistrates Court under section 444 of the 1996 Education Act for failing to ensure regular school attendance at school.

It is important for us as a school to work in partnership with you we are here to help and support. If you have any concerns about your child's attendance or you would like to discuss further any support that the school can offer please contact the school office to arrange an appointment.

Yours sincerely

Mrs X Glynn
Headteacher

Together Everyone Achieves More



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