



Dear Parent/carer,

Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At Queen Eleanor Primary Academy our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind to all parents/carers regarding the law that requires them to ensure that their child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must to continue take steps to reduce absence to support children's attainment.

What is your attendance?

Good Attendance	100% Termly rewards for pupils who always come to school!
Expected Attendance	96% At Queen Eleanor Primary Academy, we expect all pupils to achieve an attendance of 96% or above.
Concerning Attendance	92% If a pupil's attendance falls below 92% then you will be contacted and the attendance will be closely monitored.
Poor Attendance	If a pupil's attendance falls below 90%, they will be classed as a persistent absentee (see below).

Leave of Absence

The Academy does not authorise leave of absence during term time, unless there are exceptional circumstances. From 1 January 2018 any period of unauthorised absence may result in you as a parent receiving a **fixed penalty notice fine**.





Medical Appointments

Medical appointments should not be taken during school time where possible, however, we recognise that this is not always possible. If your child has a medical appointment during the school day they are expected to attend school before and after the appointment. You are also required to bring evidence of the appointment. If your child is ill, please refer to NHS guidance.

http://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

Punctuality

The Academy day starts at 8:55am and we expect all children to arrive on time. Students arriving after this time without a legitimate reason will be marked as either late or absent.

What happens if my child is persistently late or absent from school?

From the beginning of the new academic year, 2015 to 2016, the Government reduced the persistent absence threshold from 15% to 10%. This means that a pupil who is absent for 19 days of school is classified as persistently absent. If attendance falls below 90% an appointment for the parents/carers to meet the Deputy Headteacher will be sent. At this meeting, a Parenting contract may be completed and a target set for improved attendance. Where the school procedures do not bring about sufficient improvement in attendance, a referral will be made to the Educational Inclusion and Partnership (EIP) team. This may result in an interview under caution, a court appearance and a fine.

Thank you for your continuing support in making our school as good as it could be!

Yours sincerely

Liam Cox

Deputy Headteacher