



*Creative  
Education  
Trust*

Dear Parent/Carer

### **Your child's attendance at school and their achievement**

Research shows that children who attend school regularly achieve better results in their tests and exams. Consequently, they have better chances to be successful in life. Our aim is to work with parents to ensure that all of our pupils receive the most from their education and reach their full potential.

This letter is to remind you that the law requires you to ensure that your child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment. If a child of compulsory school age fails to attend regularly at a school, the parents may be guilty of an offence and can be prosecuted. This can result in fines of up to £2,500 and imprisonment of up to three months.

### **What is your child's attendance?**

<b>Good Attendance</b>	<b>100% - never miss a day</b>
<b>Attendance causing concern</b>	<b>5 days lost, worrying patterns, or unauthorised absences – the school will contact parents to try to help</b>
<b>Poor Attendance</b>	<b>If a pupil's attendance falls below 90% (19 school days of absence), they will be classed as a persistent absentee.</b>

### **Absence due to illness**

If your child is too ill to attend school, you must notify the school on the first morning of absence by 9:30am or as soon as practically possible. You should contact the school on each morning of a longer-term absence unless you have provided a doctor's note stating that a specific period of absence is necessary. To report an absence due to illness you should contact the school office on 01827 896424 and leave your child's name, the name of their class teacher and reasons for the absence. Alternatively, you can report the absence in person at the school office.



If the authenticity of the illness is in doubt, the school may ask you to provide medical evidence, such as a doctor's note, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

### **Medical Appointments**

Medical appointments should not be taken during school time where possible. Where it is essential for an appointment to take place during the school day, absence should be kept to a minimum and your child should attend school before and after the appointment. In these cases, please provide the school with sight of the child's appointment card.

### **Leave of Absence**

The Academy does not authorise leave of absence during term time, including for family holidays, unless there are exceptional circumstances. Any period of unauthorised absence may result in you, as a parent, receiving a fixed penalty notice fine.

### **Punctuality**

Your child is expected to arrive between 8:45am and 9:00am. Pupils arriving after 9:00am without a legitimate reason will be marked as late or absent.

### **What happens if the school has concerns about my child's attendance?**

The school monitors pupils' absence on a daily basis. If a pupil's absence goes above five days in an academic year, shows patterns of absence which are unusual or includes unauthorised absences we will contact you to discuss the reasons for this. If the school then judges that your child's attendance is giving cause for concern, the school will prepare and implement an attendance support plan. You and your child will be invited to a meeting in school to contribute to this plan and to periodic review meetings. If school strategies are insufficiently successful in improving attendance, the school will involve an education welfare officer.

Thank you for your continuing support in helping your child to get the most out of their education.

Yours sincerely