



Nyewood CE Infant School

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Headteacher: Anna Wells MA



“SMILING, CARING AND LEARNING TOGETHER ON A JOURNEY WITH GOD”

Thursday 22nd November 2023

Dear Parents/Carers,

I wanted to take the opportunity to send a reminder about our attendance expectations and our policies and procedures in relation to pupil absence.

As a school we are working extremely hard to improve the punctuality and attendance for all our children in our school which will, in turn, maximise their progress and learning. We ask that you continue to support us by ensuring that your children are in school and on time every day.

Attendance at school is important and research shows missing school for even a day can mean a child is less likely to achieve their expected outcomes, which can have a damaging effect on their life chances. At Nyewood CE Infant School we encourage all pupils to strive for 100% attendance; every day and every lesson counts. The minimum acceptable attendance is 96% which equates to 7 days off in a year.

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 all parents/carers regarding the law that requires them to ensure that their child attends school regularly. All schools in the country must follow the Department for Education guidance regarding attendance and it clearly states that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

There are thirteen weeks of school holiday a year and family holidays should be taken during these times. Dental and medical appointments should always be made outside of school hours, where this is not possible proof of appointment is required. As a headteacher I am unable to authorise absence unless there are exceptional circumstances. If there are exceptional circumstances, parents are asked to meet with the headteacher, or write and subsequently complete an absence request form, prior to the period of absence. This must include a full explanation of the exceptional circumstances and provide evidence to support the application. I will then contact you to tell you whether the absence can be authorised. Parents and carers who take their children out of school for unauthorised absences risk the likelihood of attracting a fine or referral to the local authority.

If your child is unable to attend school for any reason, for safeguarding purposes, it is imperative to call the school office selecting option 1 or email absence@nyewodinf.co.uk before 9.30am to inform us, giving full detail for the reason for absence.

When absence first becomes a concern, a member of school staff will discuss this with you to look at ways that we can support you and secure an immediate improvement in attendance. If concerns remain, the school will send an attendance letter to parents / carers. If absence continues, we will invite you in for a formal meeting to put an action plan and attendance contract in place to improve your child's attendance.

We are keen to ensure all children are able to attend school regularly and will, therefore, use all means available to us to ensure this is the case. As outlined above, this may include meeting parents/carers, completing home visits but also more formal processes such as referring to the local authority or fixed penalty fines where appropriate. We will also reward good attendance each term and will celebrate this with the children.

If there are any issues impacting your child's attendance please communicate with us as early as possible so that we can resolve these and prevent the negative impact this will have on your child's education.

I hope we can count on your support in this matter; please do not hesitate to contact us if you have any questions.

Yours sincerely,

A handwritten signature in cursive script that reads "A. Wells".

Anna Wells

Headteacher