



Dear Parents and Carers,

As you are all aware regular attendance at school is essential to a child's education. Poor attendance can have a significant impact on their progress and development, both academically and socially.

As attendance is an issue in all of our schools, the Headteachers' met with the attendance officer earlier this week to ensure we have a consistent approach between our schools.

We all agreed that, from now onwards, any child who misses 10 consecutive sessions (5 days) of school due to a holiday will result in a fine (unless there are exceptional circumstances). The fining system is £60 per child, per responsible adult. Therefore a family of four would face a £240 fine for a week's term time holiday.

If a child misses 10 sessions over a 12 week period for unauthorised absence, the parents/carers will be invited to a meeting with the attendance panel to discuss this further, which may also result in a penalty notice being issued.

If a child's attendance drops below 90% this is classified as persistent absence and any following absence will require medical evidence, such as a doctor's note.

For exceptional circumstances please discuss with your child's Headteacher so a decision can be made on an individual basis.

We appreciate your support in this to raise attendance and give your children every chance to be successful with their education.

Yours sincerely

Headteachers of:

*West Moors Middle School*

*St Ives Primary and Nursery School*

*St Mary's CE First School and Nursery*

*Three Legged Cross First and Nursery*

*Emmanuel CE Middle School*

*Oakhurst Community First School*