



West Moors Middle School

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Dear Parents and Carers,

Re: Information from Dorset Council for all parents and carers on the importance of attendance and the attendance process

West Moors Middle School is committed to ensuring the best for all our learners and is working together with parents and carers to support children and families. Nationally, all schools are working hard to promote good attendance and have common systems in place to work with families when attendance drops below an acceptable level.

You will be aware of the importance of good school attendance in improving a young person's chance of success in life and establishing positive attitudes to life-long learning. There is clear evidence of the link between poor attendance at school and low levels of achievement.

If a child has an attendance level of below 95% they will have missed an average of one day a fortnight in school. Over a school year this will represent four weeks of absence. If this level of absence were maintained for a five year period it would mean half a school year would have been missed.

In line with guidance from Dorset Council, if the school is concerned about a child's attendance they will talk to the parents and/ or carers and write to them to explain their concerns. The school will then monitor the child's attendance expecting to see an improvement. Dorset Council's School Attendance Team will be made aware of the school's concerns. However, if no improvement is made, the family will be invited to attend an Attendance Panel.

Here at West Moors Middle School we are determined to ensure that all our students have the opportunity to achieve success and have an excellent record of attendance. Where there is cause for concern you will be contacted and attendance will be closely monitored. If attendance does not improve sufficiently, usually at least 94%, you will be invited to an Attendance Panel. This meeting is an opportunity for the school, family and a representative from Dorset Council's School Attendance Team to meet together to discuss why your child has such a high absence rate and seek solutions to any problems.

The Attendance Panel can recommend several outcomes, which can include; a further period of close monitoring with specified targets for attendance; issuing a penalty notice warning letter; or seeking prosecution which could result in a fine of up to £2,500.

The attendance process is designed to identify poor attendees quickly and address the issues that are affecting their attendance. When attendance improves, monitoring will continue and, if it falls, the Attendance Process will be resumed.



Head Teacher: Dr D Craddock PhD MA BSc (Hons) NPQH



All schools hope that the Attendance Panel will not be needed and that all children will have a good record of attendance, are happy and successful and benefit from their time in school.

We hope that this information is helpful, and if you have any questions, please do not hesitate to contact me.

Yours sincerely,



Dr D Craddock

Head Teacher