



REVIEW OF PUPIL ATTENDANCE



Date: 7/11/16

Dear

I am writing to to highlight concerns that we have about your child’s current level of attendance.

As part of our Pupil Welfare procedures, we carry out a regular pupil attendance analysis. In accordance with government guidance and feedback from the Cornwall Education Welfare Officer, we are required to contact parents where a child’s attendance has become a significant concern.

Pupils only attend school for 190 days in any one school year which means that a pupil missing 20 days will fall into the category of Persistent Absentee as defined by the Department for Education (less than 90% attendance). This is a serious level of absence.

The table below shows the attendance thresholds which we use to assess attendance.

Attendance Grade Thresholds					
Gold	Silver	Bronze	Requires Improvement	Significant Concern	Persistent Absentee
Attendance 100-98%	Attendance 97-97.9%	Attendance 95-97.9%	Attendance 93.1-94.9%	Attendance 90.1-93%	Attendance Below 90%
0-8% of Broken Weeks*	9-11% Broken Weeks*	13-18% Broken Weeks*	19-21% Broken Weeks*	22-24% Broken Weeks*	25% or more Broken weeks*
<i>The best chance of success for your child. They are much more likely to achieve well with good attendance</i>			<i>This level of absence may well impact upon a pupils</i>	<i>Children have much less chance of succeeding or reaching their potential</i>	<i>A serious impact upon their education and chances of success. Parents liable to legal action or fines.</i>

*A broken week is any incomplete week in a school year

The most recent review for your child showed the following attendance:

Attendance Grades for XXX																				
Attendance Challenge Grade	Gold	Silver	Bronze	Requires Improvement	Significant Concern	Persistent Absentee														
2015-16 %						89%														
2015/16 B/W						47%														
2016-17 %						88%														
2016/17 B/W						50%														
Days missed in year to date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
The approximate cost of days missed this year (at £30 per day is) £150																				

We need to make you aware that significantly low attendance does have a real impact on pupil learning and development and that parents may **face a fine or legal action** where their child's attendance is significantly below the levels expected.

We fully appreciate that receiving this letter can be a shock for some parents. We want to reassure you that we are aware that there can be one or more genuine circumstances that have combined to contribute to this particular attendance rate and for many pupils, their attendance may well improve in the coming terms. However, if for any reason their attendance does not improve I will have no choice but to make a referral to the Local Authority Education Welfare Officer who will then take the appropriate action to ensure that attendance improves in line with the Education Act 1996. This states that.

Section 444(1) Education Act 1996 - If the child is absent without authorisation then the parent is guilty of an offence. This is a strict liability offence i.e. all that needs to be shown is a lack of regular attendance. Sanctions can include a fine of up to £1000.

Section 444(1A) Education Act 1996 - an aggravated offence. If the child is absent without authorisation and the parent knew about the child's absence and failed to act then the parent is guilty of an offence. Sanctions can include a fine of up to £2500 and a prison sentence of up to 3 months.

We are always happy to offer whatever help or support we can, and would therefore request that you contact the school office in order to arrange a suitable time to meet with me in order to discuss the attendance issues raised above should you wish to do so.

Thank you for your support in this matter.

Yours sincerely,

Martin Higgs
Headteacher