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KING INA



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Wednesday 21st March 2018

Dear Parents

School Attendance

Regular attendance at school is vital if children are to take full advantage of the education available to them and to achieve their potential. Parents have a legal responsibility to ensure that children attend school regularly and arrive on time, properly equipped and ready to learn. The partnership between home and school to ensure good attendance is important and we are keen to work with parents for the very best outcomes for the pupils.

Many of you will know that the Junior School was inspected by Ofsted in October 2017 and that the inspectors identified 3 areas for development. One of these was the need to improve school attendance:

'Leaders and those responsible for governance should ensure that attendance improves for pupil groups, in particular pupils who have special educational needs and/or disabilities and disadvantaged pupils, to match the attendance rates for other pupils.' (Ofsted 2017)

It is important that we respond to this and work to improve the attendance of all children, across both sites. Please note that our expected level of attendance is 95%. All pupils' attendance is monitored regularly in conjunction with the Education Welfare Officer. Should a child's attendance fall below 95%, we will be writing to parents to ask for support in improving their child's attendance.

Please find attached to this letter our Attendance Leaflet, which was created with the other schools in our Community Learning Partnership. Our Attendance Policy can be found on our school website: www.kingina.somerset.sch.uk in the Key Information section, within Policies. I ask that you take time to carefully read these documents and in particular, section 6 of the Attendance Policy entitled 'Requests for leave of absence' in relation to term time leave.

Parents should be aware that holidays during term time will only be authorised in exceptional circumstances. All requests should be made to the Headteacher in the form of a letter, clearly stating the exceptional circumstances. The decision whether or not to authorise the absence, will be at the discretion of the Headteacher. Please note that unauthorised absences for holidays taken during term time **may** result in a Penalty Notice being issued by the Local Authority. This equates to £60 per parent, per child.

I ask that you consider making applications for holidays during term time carefully and remember that there are 13 weeks of school holiday, during which to take your children on holiday.

Please do not hesitate to make an appointment to see me, should you have any queries about your child's attendance.

Yours sincerely

S Svenson
Headteacher