



LIONEL WALDEN PRIMARY SCHOOL



Headteacher - Mrs Sally-Anne Barnard-Taylor

High Street
Doddington
March
Cambridgeshire
PE15 0TF

Tel: 01354 740405
Fax: 01354 741514
Email: office@lionelwalden.cambs.sch.uk
Website: www.lionelwalden.cambs.sch.uk

Dear Parents/Carers,

30th September, 2016

You are receiving this letter at the start of the new school year, following consultation involving the Educational Welfare Officer and local Headteachers, to remind you of the need to ensure that your child attends school consistently during this academic year. As parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually.

With effect from September 2015, schools have been advised by the government's department for Education (DfE) that Persistent Absence (PA) threshold will reduce to 10%. Until this date it has been 15%. This means that if a child/young person has an overall attendance of 90% or less over a given period, they will be classified as a persistent absentee pupil.

A system of attendance letters, which are provided by the Educational Welfare Officer, are to be sent out by schools when a child's attendance begins to fall or when a child begins to arrive at school after the start of the school day.

- Letter 1 is a general reminder about making sure a child attends school unless there is a valid reason. This is sent out when attendance drops to 96%
- Letter 2 is sent out when attendance drops to 94% and invites parents/carers to a meeting in school. This letter also warns parents that medical evidence is required before any further medical absences are authorised.
- Letter 3 is sent out when attendance drops to 92%. This letter warns parents that should attendance drop to below 90% they are at risk of having a penalty notice issued.
- Final letter is notification that a request for a penalty notice has been made by the Education Welfare Officer.

Sometimes a child may be ill more frequently than normal, or have developed a recurring illness, and is now receiving appropriate medical support in dealing with a specific condition. If this is the case, please keep us updated so that we can support you and advise you with regard to any supporting evidence that might be needed should attendance levels be compromised.

If you are planning to take a holiday during term time, please be aware that we cannot authorise term time leave and it is possible you will receive a fine unless there are additional extenuating circumstances. Please be open with us, as children should never be expected to be placed in a difficult position.

Please be advised that registers will be checked weekly and action will be taken where attendance falls below 90% in a given period. If you feel that your family are in need of additional support to meet these expectations, please make an appointment to see me. If attendance fails to improve, the case may be referred to Cambridgeshire County Council for a Penalty Notice fine or the case may be considered for prosecution.

If you have any questions, or would like further information, please do call in to speak with me or Mrs Clarke in the Office.

Yours sincerely,

S. A. Barnard-Taylor (Mrs.)
Headteacher

