



Dear parent/carer,

At Abernant Primary School, we place great emphasis on the importance of attending school every day and we are supported by the Local Authority in ensuring that we provide the best possible equal opportunities for our pupils. We will provide an environment where all pupils feel valued and welcomed and are committed to the fundamental principle that early intervention and partnership working is crucial in ensuring the attendance, protection and wellbeing of all children.

We do all we can to encourage the children to attend, having a range of school-based initiatives in place, which help us to promote and celebrate achievements. The foundation for good attendance is a strong partnership between the school, parents, carers and pupils. We also believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children.

Furthermore, attendance falls under the third strategic priority of the Local Authorities Education Strategic Plan 2026 – 20230 also and therefore I would like to take this opportunity to highlight the school's policy school for attendance and remind you of the main points, as there has been some mis-understanding during the Autumn Term.

Please click link for full Attendance Policy.

<https://primarysite-prod-sorted.s3.amazonaws.com/abernant-primary-school/UploadedDocument/b006d027-d31d-4504-859b-f6d1ad7e6ff1/abernant-primary-school-attendance-policy-2024.pdf>

Please note:

- Any child whose attendance falls below 86% will be picked up by the Attendance Welfare Officer (AWO) and as a result a Well-being response visit (WRV) could follow.
- As a school if a child is at risk of falling below 89%, we will issue a first letter and ask to see improvement in the following two weeks, if this does not occur, a second letter is issued and another two weeks is monitored for improvement. If there is still no improvement, school will refer to the AWO and WRV referral is issued. If after the visit there is still no improvement a fixed penalty notice can be issued.
- School's target this academic year is 92.5%, it is our aim for every child not just to achieve this but for them to exceed it, 92.5% is guidance.
- We also send a celebratory schoop when children's attendance has improved or been exceptional, alongside our reward systems we have in place. As communicated before Christmas, all children will have a card and for every week for the full five days and on time (before gates close) they will receive a star. For every child who receives nine full weeks, they are entered into a raffle for a £30 Vue cinema voucher. All learners will receive a certificate.
- If your child attends a dental, doctors or medical appointment and you provide evidence, your child will be given an authorised absence, **however, please note, although it is authorised, it still does not count as a mark and therefore affects your child's attendance percentage.**
- If your child is late 3 or more times, (after the gates are closed at 9am) you will be asked to complete a late slip, stating reason for the lateness.
- Each half term you will be provided with your child's attendance at the start of the half term and at the end, so you too can track their attendance.
- Requests for leave of absence during term time is actively discouraged as it negatively impacts on the pupil's ability to engage with the full curriculum. Parents and carers do not have the automatic right to withdraw their children from school for a family holiday and will be reminded of the effect that absence can have on a pupil's potential achievement. The school will consider any application for leave of absence; parents and carers must apply in advance for permission for their child to have leave of absence (two weeks minimum for a family holiday). Forms to request a leave of absence can be obtained from the school, in paper copy from the school office. The head teacher will consider the request and respond in writing within 5 school days to inform the parent or carer whether the request has been authorised. Subsequently, a parent or carer can make an informed decision whether they wish to pursue the absence in the knowledge of any potential consequences. Parents and carers are advised that a fixed penalty notice may be issued by the local authority when permission for a holiday or leave of absence has not been authorised by the school. The local authority's Code of Conduct for Issuing Fixed Penalty Notices can be obtained from the school, the local authority's website or the Attendance and Wellbeing Service.
- **PLEASE NOTE – School will not authorise (in line with the conditions) any more than 10 days for holidays.**

Please take your time to read through the policy and if you have any questions please call to school.

Your support is greatly appreciated in this matter.

Mrs Kucia