



Emmanuel CE Middle School

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Executive Headteacher: Mr Ron Jenkinson, M.Ed

Head of School: Mr Rob Christopher, BSc (Hons) PGCE

Assistant Headteacher: Mrs Alice Ponchaud, BA (Hons), MA (Ed)

13th September 2018

Dear Parents/Carers,

Emmanuel Middle School is committed to ensuring the best for all our learners and are working together with parents and carers to support children and families. 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.

If we are concerned about a child's attendance we will talk to the parents and write to them to explain our concerns. We will then monitor the child's attendance expecting to see an improvement. The Dorset County Council (DCC) School Attendance Service will be made aware of the school's concerns. If no improvement is made, the family will be invited to attend an Attendance Panel.

Here at Emmanuel 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 closely monitored. The attached flow chart has been created to explain the monitoring process. If attendance continues to be a concern a representative from Dorset County Council's School Attendance Service will meet with the school and the family to discuss support strategies.

The meeting can recommend several outcomes, which can include; a further period of close monitoring with specified targets for attendance; issuing a £60 Penalty Notice; a Parenting Order; 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. All schools hope that the Attendance Meeting/Panel will not be needed and that all pupils will have a good record of attendance, are happy and successful and benefit from their time in school.

Whilst we understand that children do become ill on occasions, children who lose a lot of time at school can suffer in the long term from significant gaps in their learning. If a child's health continues to affect their education, schools are obliged to make a referral to School Health to ensure that appropriate medical advice and support is provided. If a child is ill it is the responsibility of the parent/carer to ensure that they inform the school daily whilst their child is absent to explain the reason for the absence and when they are expected to return. If a child is absent with no explanation the school office staff will telephone the parents to ascertain the reason. Please ensure that we therefore have up to date contact details.

Holidays

In line with the Department for Education regulations, no holiday will be authorised in term time unless there are genuinely exceptional circumstances. Penalty Notices are issued by the local authority in cases where pupils have been absent from school without authorisation for 10 or more half days. Currently penalties are set at £60 per child, per responsible adult within 21 days of receipt, and thereafter £120.

Medical and Other Appointments

We ask all parents to avoid arranging routine medical/dental appointments during the school day. If circumstances make this unavoidable, please inform the school in advance. In the event of emergencies, please contact the school as soon as possible.

Lateness

School opens at 8.30am and the register is taken at 8.40am, after which a child will be marked as late and will need to sign in at the school office. Pupils who arrive later than 9.10am without explanation will be marked with an unauthorised absence which can result in the issue of a Penalty Notice Warning.

A copy of the Trust's Attendance Policy is available on the website and if you have any questions concerning the above please refer to this policy or contact me via the school office.

Yours faithfully,

Mrs A Ponchaud
Assistant Headteacher/SENDCo