A red apple with green leaves and black text

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Dear parents/carers,

I wanted to take the time to give you an oversight of the attendance procedures that are in place at St Francis Xavier Catholic Primary School as part of this monitoring, support and accountability. It is imperative that together, we ensure that our children are present in school each day.

As part of safeguarding all of the children at school, we are committed to ensuring the children’s attendance is monitored and supported at all times. Children whom are absent from education lose educational and personal development that they are entitled to. We understand that sometimes a child may be unwell, and not well enough to attend school. In these instances, we ask that you remain in direct contact with us and that they return to school as soon as they are well enough to attend.

Each day and week, I review each child’s attendance and I identify the children whom have shown a decline. At this point I will make a phone call to you to discuss the attendance and look at any support that you potentially may need, so that we can together ensure your child’s attendance shows an immediate improvement. If your child if off school due to medical appointments, we ask that you provide us with evidence through an appointment notification letter etc from the medical body.

If, despite support and this initial phone call, the attendance continues to decline, I will issue a written letter to you to formally notify you that the attendance has failed to improve and the next steps that will follow. I will also do a home visit.

We are working very closely with the Sandwell local authority to ensure that every child has good attendance- failure to see an improvement in a child’s attendance, despite school intervention and support may result in a referral to the Schools Attendance Support Service. Poor attendance will significantly impact on a child’s education, friendships and their potential to develop and achieve, and we want to work together with you to ensure that this does not happen.

**Holidays and leave of absence in term time:**

Holidays/leave of absence in term time cannot be authorised, due to the impact it has upon the children and education they will be missing. Any holidays/leave taken in term time have to be referred by us to the Local authority for review, and a fine may be issued.

Should you require any further support or have any questions regarding this matter, do not hesitate to contact us and arrange a meeting with us. We are committed to working together to ensure all of our children are present in education, as part of their individual development and welfare.

Yours sincerely,

L.Marshall

Principal  
**Miss Marshall**

**Legal Action**

**Information for Parents**

**Section 23(1) Anti-Social Behaviour Act 2007:**

Penalty Notices may be issued to the parent of pupils who have unauthorised absence from school. The amount of the penalty is £60.

* If this is not paid within 21 days, the amount rises to £120.
* If not paid within 28 days, the Local Authority may prosecute under Section 444(1) unless it comes to our attention that the penalty notice had been issued in error.

**Section 444(1) Education Act 1996:**

“If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence.”

* The court can fine each parent up to £1,000 per child, order payment of the prosecution costs and/or impose a Parenting Order.

**Section 444(1A) Education Act 1996:**

“If in the above circumstances you, the parent, know that your child is failing to attend regularly at the school and fail without reasonable justification to cause him/her to attend, you are guilty of an offence.”

* The court can fine you up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period of imprisonment of up to 3 months.

**Please note that:**

* Penalties and prosecutions are in respect of each parent for each child.
* “Parent” includes any person who is not a parent but who has parental responsibility for the child or who has care of him/her.

**These prosecutions are criminal proceedings and could result in you having a criminal record.**

**How does your child compare?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Attendance during one school year** | **Equals this number of days absent** | **Which is approximately this many weeks absent** | **Which means this number of lessons missed** |
| **90%** | **19 days** | **4 weeks** | **100 lessons** |
| **80%** | **38 days** | **8 weeks** | **200 lessons** |
| **70%** | **57 days** | **11.5 weeks** | **290 lessons** |

**Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.**