

October 2024

Dear Parent/Carers

We all know that excellent attendance is fundamental to children being successful at school and the best way to ensure that your child does well educationally and for their own personal development is to ensure that they are in school every day that they can be.

For many years, the majority of children have had an attendance and punctuality record they can be proud of, and it is hoped that this will continue.

**Letting us Know**

Just as a reminder we must be provided with a reason for each occasion of absence. Without a reason an absence must be recorded as unauthorised. Please contact the school to report your child’s absence either on **Arbor** or by calling the school office on **0151 228 4069.**

I would also like to remind you that, where possible, medical and dental appointments should be made out of school hours; where this is cannot be avoided, providing evidence of the appointment is the only way to ensure that the time missed from school is authorised.

**Holidays**

Whilst we both understand and sympathise with the huge differences between prices available during term time and the inflated cost of those taken during school holidays, we strongly advise against arranging holidays during term time. Should you do so, please be prepared to receive a fine. Our school holiday dates are available on our website and at the end of this letter.

**Children that are persistently absent… we are here to help!**

We will continue to closely monitor attendance in school and, where we see attendance falling close to the 90% threshold (which is classed by the Department for Education as being persistently absent), you will be contacted to see if we can provide any support. If you are having difficulties getting your child to school, please contact us, so we can work together to improve things.

From the table below, with percentages translated into actual school days missed, you can see the significant impact that being absent from school has on your child’s education over a school year.

|  |  |  |  |
| --- | --- | --- | --- |
| **Attendance** | **Days Missed** | **Lessons Missed** | **School Weeks Missed** |
| 100% | 0 days | 0 | 0 weeks |
| 95% | 10 | 40 | 2 weeks |
| 90% | 19 | 76 | 3 weeks 4 days |
| 85% | 28 | 112 | 5 weeks 3 days |
| 80% | 37 | 148 | 7 weeks 2 days |

We have an Education Welfare Officer allocated to support our school with attendance. We also work closely with other agencies to ensure that families are given the support needed to attend school and we will try hard to support individual cases. However every child is entitled to an education and it is a legal requirement under the 1988 Education Act to attend school. We have formal procedures to follow if poor attendance continues. Furthermore we also have a duty of care to ensure that every child is safe and has been seen in school. Home visits will be conducted if there are any concerns or queries regarding absence and Children’s Services will be contacted if necessary.

**Changes to Local Authority and National Attendance Regulations**

All schools are required to consider a fine when a child has missed 10 or more consecutive (morning or afternoon) unauthorised sessions (5 days), including unauthorised holidays taken in term.

From 1st September 2024, the fine for school absence across the country will be £160 per parent, per child, this will reduce to £80 if paid within 21 days. If a parent receives a second fine within any three year period, this fine will not be reduced and be due at the higher rate of £160 per parent, per child.

**Punctuality - School starts at 8.45am and finish at 3.15pm.**

Good punctuality at school is essential for pupils to achieve their full educational potential. It is also vital for children to form good habits for later life.

If you have any concerns, worries or questions regarding your child’s attendance or punctuality then please speak to me or your child’s teacher.

With thanks and in anticipation of us all working together to ensure that all of our children are in school, on time, every day.

Yours faithfully

Mrs J. Davies

Head teacher

Autumn Term 2024

* **Starts:** Tuesday 3rd September
* **Ends:**Friday 20th December
* **Half term:** Monday 28th October to Friday 1st November
* **Christmas break:** Monday 23rd December to Friday 3rd January

Spring Term 2025

* **Starts:** Monday 6th January
* **Ends:** Friday 4th April
* **Half term:** Monday 17th to Friday 21st February
* **Easter break:** Monday 7th to Monday 21st April (Monday 21st Bank Holiday)

Summer Term 2025

* **Starts:** Tuesday 22nd April
* **Ends:** Friday 18th July
* **May day:** Monday 5th May
* **Half term:** Monday 26th May to Tuesday 3rd June

**Inset Days**

Monday 2nd September – INSET

Monday 2nd June –INSET

Tuesday 3rd June - INSET

Monday 21st July –INSET

Tuesday 22nd July - INSET