



Monday 25th November 2019

Dear Parents and Carers,

As you are aware, we regularly update you on attendance figures for your own child(ren) and these are shared with you three times per year as part of the Parent Consultations and then at the end of the year in your child's report. What you will be unaware of, looking in isolation at your own child's attendance figures, is the attendance data for the whole school.

We have noticed that over the past three years of recorded data, there is a pattern emerging where the number of absences have begun to increase and are having an adverse effect on our overall attendance figures. We can attribute a significant proportion of overall absence to illness, where a child has had to take time away from school in order for them to recover and much of this particular absence is recorded as 'authorised' on our system. However, when looking deeper at attendance figures, we can also see that family holidays are also causing an increasing amount of absence. For a number of years, we have unauthorised all family holidays as well as any absence that we feel does not meet an 'exceptional circumstance.' Whilst families take the decision of a holiday request into consideration, when a child is taken out of school to go on holiday, the levels of 'unauthorised absences' will dramatically affect the overall attendance figures for a child.

To try to help parents to recognise the impact of taking children out of school during term time, I am writing to each parent to make you aware that the Governing Body has made the decision that from January 2020, where levels of unauthorised absences meet the criteria, we will be working with Lincolnshire County Council to issue Fixed Penalty Notices (FPN) to families. Please accept this as written notification that this measure will begin. Our Attendance Policy has also been updated to reflect the changes.

We will also be working more closely with the parents of children whose attendance figures are close to, or moving towards, 90% as this is regarded as the measure for **Persistent Absence**. A child with an attendance figure of 90% has missed $\frac{1}{2}$ day per week of school. Once this time has been missed, a child will never be able to repeat that time in school. We want to ensure that children are in school for as many of the 190 days available to them as is physically possible.

I will begin to include more attendance data within the school newsletter to keep you up to date with the way our attendance figures are reported each term. Should you have any questions, please do not hesitate to ask.

Yours Sincerely,

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