



Ecclesfield Primary School

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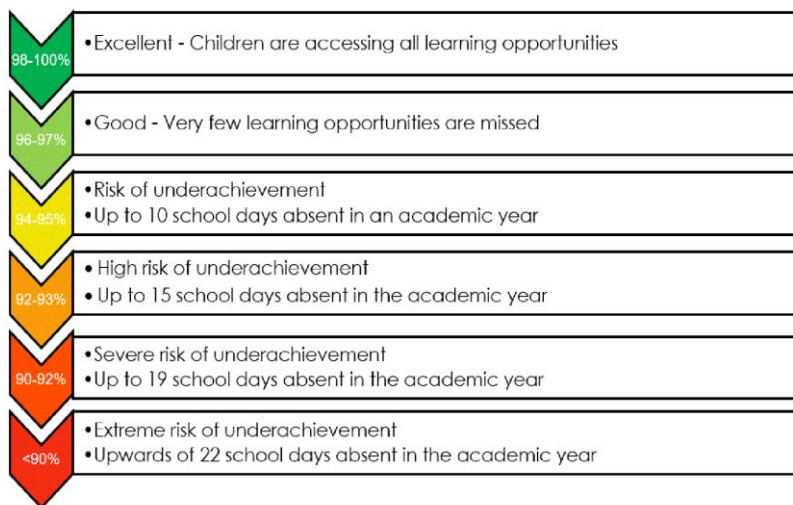
23rd March 2023

Attendance Matters March 2023

Dear Parents and Carers,

Ecclesfield Primary School remains committed to working with parents/carers to ensure that every pupil benefits from all the academic, personal, emotional and social opportunities available to them during their years at primary school.

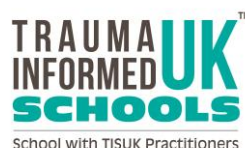
In May 2022, the DFE created a new document working together to improve school attendance. Schools are expected to prepare for the guidance becoming statutory in September 2023.



Ecclesfield Primary School Actions

Ecclesfield Primary School staff know that a child can be poorly on several occasions for different reasons which contributes to a lowered attendance.

Parents are not asked to provide a doctor's note, or seek an appointment for minor ailments, but where ever possible to provide evidence of pre-arranged medical appointments. (Sheffield LA guidelines March 23).



It is important that parents contact school on the **first day of any absence** or if there is any problem which may be causing your child to miss school.

If absences are persistent and/or frequent, school may seek consent to request that the Local Authority, follow their GP Protocol. **(If a parent/guardian state that unauthorised absence from school was as a result of ill health and has no evidence to support this, the Local Authority Attendance and Inclusion Officer will request consent from the parent/carer to seek clarification from the family GP).**

School also knows that some pupils face greater barriers to attendance than their peers. School will take these circumstances into account where possible when recording an absence.

School has a duty to keep all parents informed about their child's attendance. Sending home an attendance report is one way in which we can do this.

Persistent Absence

Each half term, school will send home an attendance report for all pupils. Where necessary, letters will also be sent to parents alerting them to their child's attendance if it has fallen below 90% which means that a child has become a persistent absentee as defined by the DFE (10% is equivalent to one day or more a fortnight across a full school year).

Should a child's attendance fall below 90%, letter templates which have been provided by Sheffield Local Authority, are used to alert you to your child's lowered attendance.

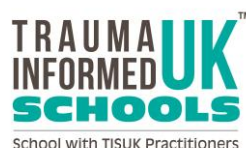
These letters are formal and refer to the 1996 Education Act. The letters are a requirement if the legal attendance route for a penalty notice has to be submitted for very poor attendance at a future date. Please see below for examples of letters which school is required to use. [SACLI](#), [SACL2](#)

Please be assured that this would only happen in very few cases and only when a series of formal attendance meetings and strict monitoring periods have been exhausted.

Working in partnership with parents/carers is essential to remove any barriers to a child's attendance. Please ask if you need support and help to improve attendance.

Severe Absence Threshold

If a pupil misses more than 50% of their sessions at the school, the child will be classified as a severe absentee. The DfE introduced this category in its guidance on working together to improve school attendance in 2022.



SACLI – Concern Letter | Sheffield LA

Dear Parent/Carer

I am writing to you today because your child's attendance, which is currently %, has declined in the last six-week period. Please find enclosed a Registration Certificate for you to look at.

Because of this School will continue to monitor your child's attendance. If you or your child is experiencing any barriers to accessing their education, please contact or speak withto discuss how we can support you and your child to maintain a positive attendance record. There is a strong link between poor attendance and low academic attainment. And atSchool we are committed to supporting you and your child to enable them to achieve and reach their full potential.

It is important therefore, that you contact school on the first day of any absence or if there is any problem which may be causing your child to miss school.

Please be reminded that, under section 444 of the 1996 Education Act, you have a legal obligation to ensure that your child attends school regularly, and failure to do so could ultimately result in the Local Authority issuing a Fixed Penalty fine and/or a summons to appear at Magistrates' Court.

..... School is committed to raising the profile of attendance in school, it is important that you support us by ensuring that your child attends school on time, every day.

Please give this your urgent attention

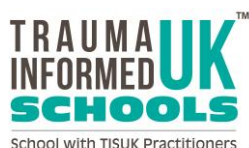
Yours sincerely

SACL2 – Concern Letter 2

Dear Parent/Carer

I am writing to you because of ongoing concerns over your child's attendance, which is currently %, this is below the school target of % for this year. Please find enclosed a Registration Certificate for you to look at.

Because of this School will monitor your child's attendance. Please be aware that any further absence may not be authorised if the reason provided is not accepted by the head teacher. You are not being asked to provide a Doctor's note, or seek an appointment for minor ailments, however if you are able to, please provide evidence of pre-arranged medical appointments.



If absences are persistent and/or frequent school may seek consent to request that the Local Authority, follow their GP Protocol.

It is important therefore, that you contact school on the first day of any absence or if there is any problem which may be causing your child to miss school.

Please be reminded that, under section 444 of the 1996 Education Act, you have a legal obligation to ensure that your child attends school regularly, and failure to do so could ultimately result in the Local Authority issuing a Fixed Penalty fine and/or a summons to appear at Magistrates' Court.

..... School is committed to raising the profile of attendance in school, it is important that you support us by ensuring that your child attends school on time, every day.

Please give this your urgent attention

Yours sincerely

Please do not hesitate to contact school if you require any further information or help with attendance and/or punctuality.

Thank you in anticipation of your support with all matters related to attendance and punctuality.

J. Eagleton

