



13<sup>th</sup> November 2023

Dear Parents and Carers,

RE: Attendance

Your child's attendance is vitally important for their learning. However, there will be times when absence is unavoidable. This letter explains the approach we are following to manage attendance. Absences are classed as authorised or unauthorised, both of which affect a child's attendance percentage to reflect the lost learning.

### Medical Appointments

Medical appointments are vital for your child, where possible please arrange these outside school hours. Where this is un-avoidable please notify school in advance if your child will be returning for the midday meal. Medical appointments will be authorised circumstances but if there becomes an exceptional number we may require evidence of this.

### Emergency Occasions

There are some occasions e.g. bereavements, family situations etc. where it may be inappropriate for children to attend school; we will be sympathetic to such needs; they will be dealt with on an individual basis.

### Punctuality

Please ensure that your child arrives at school so that they are present and ready for registration; the school gates close at 8.45am each day. The early morning activities are important to your child to connect with friends and teaching staff to prepare them for the day ahead. We do monitor minutes late and this will be raised with individual parents.

### Requests for absence in term-time

We understand that holidays are important family memories and times. However, we are receiving a large amount of term time absence requests and have recently discussed this with our inclusion lead from Dorset Council. Under current regulations, schools **cannot** authorise any holidays taken in term time unless there are exceptional circumstances. School will require evidence of exceptional circumstances, and the judgement about what is exceptional will be made by the Head Teacher. Therefore, any request for absence which might not be considered exceptional will be unauthorised and may be subject to a penalty notice issued by the Local Authority. Current penalties are set at £60 per child, per responsible adult – both parents with parental responsibility will receive a penalty even if home addresses differ. We appreciate your honesty with any leave requests if we feel leave has been taken and does not match your description given and we suspect a holiday we will submit a penalty notice and Dorset Council will request proof of circumstances. As a school, we do not need to inform you of a penalty notice request but you will receive a response from Mr. Bagwell explaining if the absence is authorised or unauthorised for any term time requests. If you receive, a penalty notice and wish to discuss this further speak to the Dorset Inclusion team.

Thank you,

Mrs. Lake

Deputy Head Teacher

Attendance Lead

## ATTENDANCE MATTERS –

### WHAT DOES THE % MEAN?



Glenmoor Road, Ferndown, BH22 8QE

Tel: 01202 874400

Email: [office@parley.dorset.sch.uk](mailto:office@parley.dorset.sch.uk)

Website: [www.parley.dorset.sch.uk](http://www.parley.dorset.sch.uk)

