

Working Together to Improve Attendance at St Margaret's Primary School

Dear Parents & Carers,

Throughout the coming weeks and months, St Margaret's Primary School will be supported by the **Education Welfare & Safeguarding Team at One Education** to improve whole school attendance and to reduce the number of pupils who are persistently absent from school.

It is every child's right to access education in the UK and it is a parent's legal duty to ensure that their child attends school on time, every day. As you may be aware, the Department for Education have emphasised the need for schools to work with local authorities and other partner agencies to improve school attendance for children and young people so that they are able to develop and thrive in preparation for their adult life.

The Education Welfare & Safeguarding Advisers will be supporting attendance at St Margaret's in numerous ways – analysing attendance data on a regular basis, reviewing attendance procedures and ensuring that these are followed in line with the school attendance policy, working with families whose attendance or punctuality is a concern and finding ways to improve this.

If your child's attendance at school falls below 90%, they are considered as "persistently absent".

You should expect to hear from the school's adviser if your child falls within this category and you may be invited into school to discuss attendance and consider ways to improve this, perhaps through an Early Help Assessment. Failure to engage with the school and the Education Welfare Adviser may result in a Penalty Notice being issued for poor attendance, in line with Local Authority Guidance.

Here's a brief reminder of attendance expectations at St Margaret's:

- **Holidays taken during term time will NOT be authorised** and will result in a Penalty Notice being issued, in line with Local Authority guidance.
- If your child is not going to be in school, absence should be reported to the school **on each day** of your child being absent, for safeguarding purposes. If your child is absent from school due to illness, **you may be required to provide medical evidence for this to be authorised.**
- **All medical or dental appointments to be made outside of school hours** so that your children do not miss out on any valuable learning time. Where this is not possible, please ensure that you provide evidence such as appointment cards or messages.
- Failure to inform the school of your child's absence may result in **phone calls** being made to all registered emergency contacts, or a **home visit** from our Education Welfare Adviser.
- Remember, **being late to school after the register closes may also mean that your child's morning mark is an Unauthorised Absence**, which affects their overall attendance and means they have missed out on valuable learning time.

We thank you for your support in improving our school's attendance and to achieving positive outcomes for all of our pupils, together.

Many thanks,

Jess Lane

Head of Education Welfare & Safeguarding
One Education