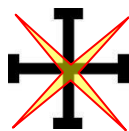


**ST. FAITH'S CHURCH OF ENGLAND
PRIMARY SCHOOL**

*St. Faith's Road, St. Cross,
Winchester, SO23 9QB
Tel: 01962 854934
Fax: 01962 854461
E-mail: adminoffice@st-faiths.hants.sch.uk*



Lighting the Path



Together: We Learn, We Share, We Pray, We Care.

Headteacher: Dawn James MA(Ed) B.Ed(Hons)

2nd September 2015

Whole School letter 1- **Attendance**

Dear Parents,

At the start of the new academic year, I am writing to you to inform you about the latest changes to attendance regulations for schools. The threshold percentage at which children are classed as 'persistently absent' has now increased from 85% to 90% whether this be authorised or unauthorised. We will therefore be contacting parents much earlier than we have done previously, if attendance becomes a concern.

The new Hampshire Guidance for unauthorised absence states:

Schools or Hampshire Local Authority will issue a Penalty Notice for any **unauthorised absence** where the pupil has been:

- *absent for 10 or more half-day sessions (five school days) of unauthorised absence during any 100 possible school sessions – these do not need to be consecutive. (This includes unauthorised holiday)
- *persistently late for up to 10 sessions after the register has closed
- *persistently late for school (after the gates have closed) but the school has met with parents and has clearly communicated that they will categorise as unauthorised any further lateness and where the threshold of 10 sessions (five days) has been met
- *absent for any public examinations of which dates are published in advance
- *absent for any formal school assessments, tests or examinations where the dates have been published in advance unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

It is well documented that poor attendance at primary school affects children's chances of getting good GCSEs.

We will continue to work with those parents where attendance raises concerns, but we will be complying with this new guidance. All of the children should be on the playground at 8.45am ready to enter the school at 8.50am for the start of the day. The playground gates are locked at 8.55am. In order to adhere to these new regulations, the parents of children who arrive after the gates have closed will now need to sign their child in the "Late Arrivals book" and families who are often or persistently late will be contacted for a meeting to discuss the situation. Please note that children who are late for school because of an arranged appointment are authorised as being late and will be signed in as usual.

I hope that the above information clarifies the current position on attendance. It may all sound very rigorous but it is for the benefit of the education of our children.

Yours sincerely

Dawn James *Head teacher* and Ed Francis *Chair of Governors*

