



*"Nurturing Hearts
and Minds"*

Belthorn Academy Primary School

Headteacher: Mrs Helen Rowan

12th February 2020

Dear Parent/Guardian

IMPROVING SCHOOL ATTENDANCE

At Belthorn, we expect children to attend school every day, as long as they are fit and healthy enough to do so.

We feel that the most important way to promote good attendance is to ensure that both pupils and parents have a positive relationship with school.

Your child's education is very important; attendance habits established in the foundation years of education can affect their entire school life.

Research shows that pupils who attend school regularly are more likely to do well in the future. Regular attendance helps children to develop their confidence and to make and keep lasting friendships.

Anything less than 100% attendance means that your child is missing out on their education.

For example, 90% attendance is the same as missing half a day each week, or one whole month a year off school.

Punctuality is also very important. School starts at 8.55am each morning. Did you realise, that being just 15 minutes late each morning means your child would miss the equivalent of 10 days from school each year?

IF YOUR CHILD IS ABSENT

If you know your child is going to be absent from school, you should:

- Ring school at the earliest opportunity, a reason will need to be provided.
- If your child has a medical appointment, this should take place after 3.30pm whenever possible.
- If your child has a medical appointment during the school day you must provide an appointment card/letter. If you are unable to do so we have a medical form in school which we will ask you to take to your Doctors/Dentist to confirm date and time attending. Please see Reception for more information.

School will contact parents if they are in any doubt as to the whereabouts of a child. If your child is absent for 3 days home visits will be made by school staff.



Belthorn Rd, Belthorn, Blackburn, BB1 2NY | Tel: 01254 55620 | sbm2@belthornacademy.co.uk

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LEAVE IN TERM TIME

Leave in term time is not a 'right'. Absence from school can have a serious impact on your child's education.

All requests for leave in term time must be made in advance of confirming any arrangements and may be granted at the Headteacher's discretion dependant on the circumstances.

Changes to the Regulations mean that schools can only authorise leave in term time if the circumstances surrounding the request are considered to be exceptional.

The Governors have decided to adopt the recommended procedure to involve Lancashire County Council and issue Penalty Notices for any unauthorised Holiday absence.

THE NEXT STEP

If the attendance of a pupil is low, parents will be sent a letter in the first instance, if no improvement has been made in your child's attendance parents will be contacted and asked to meet with school staff to see how this can be improved. Support will be offered to both parents and pupils as required. The use of a 'Parent/School Agreement' may also be considered.

If concerns remain, school will have to consider referral to external agencies, such as the Local Authority Pupil Attendance Support Team.

The use of Penalty Notices may also be considered under certain circumstances, including where leave is taken without agreement.

This is a new change and school would very much like to work with parents in a positive and supportive way so that the attendance of all our pupils can be improved.

We hope that you will be able to support the school in improving attendance and punctuality so that your child receives the best opportunities possible to learn and to succeed.

Yours sincerely

Miss M Egan
Deputy Headteacher



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