



SUPPORT FOR LIFE THROUGH
COMPASSION, PERSEVERANCE & RESPECT

Monday 14th October 2019

Pupil Attendance Monitoring

Dear Parent/Carer,

I would like to explain how your child's attendance is monitored across the academic year so that together we do all we can to make sure they have as good attendance as possible. At Embleton Primary School we have an expectation that our pupils meet the target attendance of 98% (which means fewer than 4 days absence a year). I am sure you appreciate; there is a clear link between higher levels of absence and lower educational outcomes.

We would ask that if your child is absent for whatever reason, you would contact school by email admin@vincentedwards.northumberland.sch.uk or telephone (01665) 576612 before 8:45am. If your child is absent for a medical appointment it is always extremely helpful if you could provide an appointment card for us to keep on file. I appreciate that this can come in the form of email or text message, and a copy of either of these is acceptable. If you do not have the facility to make a copy, please call into the office and we shall make a copy for you.

There are a number of stages within our attendance monitoring system:

- When students are first absent, the school needs to be contacted on each day of absence, so we know what the issue is and agree to the absence.
- Should pupils fall below 96% attendance, a letter will be sent to advise parent/carers, that attendance will now be monitored more closely.
- If attendance does not improve over the next half term, a second letter will be sent requesting evidence for all future absences to be authorised.
- Should attendance fall below 92%, with no evidence provided to support absence, the school is required to complete a referral to the Education Welfare Officer who is appointed by Northumberland County Council.

The school works very closely with the Education Welfare Officer, who may work with the parents/carers of pupils who have a lower than average attendance, with a priority of those whose attendance is 90% or below.

The Government views any pupil with 90% attendance or less as a 'persistent absentee' (equivalent to one day absence every fortnight). Missing just 4 days in the 1st half term will put a student at 90% attendance.

Mrs Threlfall: Head Teacher



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As a representation of just how few absences are needed to fall below this 90% level, below are the cumulative number of days absence during the academic year that would place a student below 90%:

Dates (End of each half term) Days Absent:

- ☐ 24/10/2019 4 days
- ☐ 20/12/2019 7 days
- ☐ 14/02/2020 10 days
- ☐ 03/04/2020 12.5 days
- ☐ 22/05/2020 15.5 days
- ☐ 17/07/2020 19 days

Please note that absence for a family holiday is not permitted during the academic year and the absence is classified as an unauthorised absence in your child's attendance records. We request that family holidays are taken during the school half term and termly breaks to ensure that your child's educational outcomes are not impacted. Please note also that if you take a one-week holiday during term-time each year your child will have missed out on over half a term of education throughout their time in primary school.

We know that absence can sometimes be unavoidable. However, we have a responsibility to remind our parents/carers of the vital importance of good attendance. If you wish to speak to me with any concerns regarding attendance please pop into the school office.

Many thanks,

Nicola Threlfall
Headteacher

Mrs Threlfall: Head Teacher