



Developing Potential without Limitations

Frieth CEC School  
Frieth  
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Friday 16<sup>th</sup> November 2018

Dear Parents & Carers,

### RE: Attendance 2017-2018

Due to the fantastic parental support in the last school year, the attendance of pupils at Frieth was at **96.8%** which is just above the national average. We would like to thank everyone for their commitment to attendance at school and ask for your support in helping us achieve a target of **98%** attendance for the **2018-19** academic year.

We have noticed a significant rise in the number of families taking their children out of school during term time for holidays however and this has had a direct impact on the proportion of pupils classed as 'persistent absentees'. The percentage of 'persistent absence' (below 90% attendance) for **2017-18** was **4.96%** which, whilst lower than national levels, demonstrates a rising trend for our school. In **2016-17** the figure was **3.65%** and the previous academic year **2015-16** was **2.26%**.

I would therefore like to remind our families of the law relating to absence from school. Only the school can authorise absence and periods of 'leave of absence' will only be granted if there are 'exceptional circumstances'. Holidays are not classed as exceptional and will not be authorised. In addition: *The education (penalty Notices) (England) (Amendment) regulations 2013 made changes to the 2007 penalty notices regulations with effect from September 2013. If issued with a penalty notice, parents will be fined £120 for each child, or £60 if paid within 21 days.*

The dates of our school holidays are available on our school website and on our newsletters and have been there since September 2018. It is the responsibility of parents and carers to know these dates and to organise holidays accordingly.

There is a proven link between regular attendance and good progress in school and it is interesting to note how what might seem like a small percentage of absence is in fact a significant number of lessons lost in one year. If a child is taken out of school for 1 week, then they miss 25 lessons across the curriculum. The table below demonstrates these percentages and the number of lessons and learning opportunities that are lost.

Attendance during one school year	Equals days absent	Equals weeks absent	Number of lessons missed
95%	10 days	2 weeks	50 lessons
90%	20 days	4 weeks	100 lessons
85%	30 days	6 weeks	150 lessons
80%	40 days	8 weeks	200 lessons
75%	50 days	10 weeks	250 lessons

P.T.O

Honest and Truthful

Challenging and Responsible

Headteacher: Mrs Josephine Reid BA (Hons), PGCE, MA, NPQH

Website: [www.friethschool.co.uk](http://www.friethschool.co.uk)



**Leave of Absence Request Procedures**

If you feel that your request for leave of absence for your child(ren) would fit into the exceptional circumstance criteria listed in the school attendance policy, you need to complete a 'Leave of Absence Request Form' stating why you believe this absence to be exceptional and providing any documentary evidence to support your request. The form can be downloaded from the school website. This form must be received in advance of the absence requested.

**School Monitoring**

We fully understand that every families' circumstances are different and that there are pressures to bear on all families. However, it is important to understand that the law in relation to 'leave of absence' has not changed and as such, it is the school's duty of care to ensure that it is being applied fairly and consistently and that we refer any attendance concerns to the local authority according to protocol. We therefore send attendance monitoring letters to all parents of pupils whose attendance drops below 90% in each half term and attendance information letters to all parents of pupils whose attendance is between 90% and 95%.

I would therefore like to once again say thank you to all those families who have helped the school to keep the attendance figure above the national level in 2017 to 2018 and for your continued support in helping us achieve our attendance target of 98% this year.

Yours sincerely



Mrs Jo Reid BA (Hons), PGCE, MA, NPQH  
Headteacher