

Dear Parent/Carer

Attendance and Punctuality

Longfield recognises the importance of full attendance and aims to ensure that all pupils achieve and maintain high standards of attendance and punctuality. We are committed to providing a full and efficient educational experience for all pupils. We aim to develop pupils to their full potential. We feel that our parents/carers provide the school with outstanding support. Our parents/carers understand that they have a responsibility to aid the education process and they ensure that their son/daughter attends regularly, on time and in a suitable condition to learn. Longfield parents/carers appreciate that regular attendance is a prerequisite to a good education and therefore a priority for the school. As a new parent/carer to the school, I am sure that you will continue to promote our excellent school parent/carer partnership.

At Longfield, we expect all pupils to achieve at least 95% attendance and anything below 95%, we view as unacceptable. The Department for Education deems that if a pupil's attendance drops below 90% they become known as a Persistent Absentee, regardless of the reason for the absence.

I am sure that as a new parent/carer choosing to send your son/daughter to Longfield, you will value Longfield's rules, regulations and traditions and that you will support our school's procedures in promoting outstanding attendance for our pupils. Therefore, I would like to inform you of the following:

The school requires parents/carers to contact school before 9am, every day that their son/daughter is absent from school. On return to school, we require a note from parents/carers clearly detailing the reason for absence. School will provide work during a period of absence if requested.

During the school day, if a pupil feels too poorly to remain in school, they should speak to their Year Leader. The Year Leader may then contact you for you to decide whether you want your child to be collected from school or encouraged to remain in school. Can I also insist that parents/carers do not collect their son/daughter during the school day without the school's permission as this has serious implications for the safeguarding of our young people?

Under current regulations, schools **cannot authorise any holidays taken in term time** unless there are **exceptional** circumstances.

Unfortunately, many parents/carers do not realise that holidays taken in term time can have a very negative impact on their son/daughter's education, as well as school's attendance statistics and examination results. Research has shown that a 10% drop in attendance (equivalent to 19 ½ days in a school year) can mean a one grade drop at GCSE. I am sure that you will agree with me

when I say that we cannot allow any pupil's grades to drop that significantly. Furthermore, we will require evidence of exceptional circumstances.

At Longfield, we appreciate parents/carers who support excellent attendance throughout the school year. Therefore, if permission has been requested in advance and a pupil's attendance is above 95% just prior to the holiday taking place, school will not refer for a Penalty Fine.

At Longfield we feel that punctuality is extremely important. All pupils are required to arrive punctually to registration, 8.45 am for morning registration and 1 pm for afternoon lesson. If your son/daughter arrives for school after the close of registration, the session can be recorded as an **unauthorised** absence. In order to improve attendance and tackle lateness, the school uses Penalty Notices. If your son/daughter has 10 unauthorised sessions (equivalent of 5 days) in any 6 week period, including unauthorised sessions caused by holidays and punctuality, this can result in a referral to the Local Authority for consideration of the Penalty Notice Process. I am sure that as a parent/carer you are aware that you have a legal responsibility to ensure that your son/daughter attends school and on time. Failure to do so will result in a warning letter being issued. If your son/daughter continues to have further unauthorised absence you may be issued with a penalty fine.

We recognise that occasionally medical appointments during the school day are unavoidable. Pupils must be collected from school by a parent/carer. For safeguarding reasons, they are not permitted to leave school by themselves. We expect pupils to return to school immediately following an appointment and medical evidence may be requested. The vast majority of medical appointments do not require a full day, or even a full session of absence.

To encourage all of our pupils to realise the importance of good attendance and punctuality, not only to achieve their full potential at school but also their life goals, we have introduced a monitoring system which incorporates rewards and consequences. In order for pupils to be allowed to take part in school trips and receive their rewards, they must have an excellent attendance and punctuality record.

Longfield is committed to ensuring that your son/daughter receives the best possible education. I am sure that you will work with us to ensure that your son/daughter attends school every day and on time. I thank you for supporting us in this matter. Should you have any queries about attendance matters, do not hesitate to contact Mrs Brown, Attendance Manager, on 01325 348149.

Yours sincerely



Mr N Lindsay
Head of School

