

Attendance Management Policy - Pupils

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Approved by:	Rachel Kay	Date: 13 th June 2023
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Last reviewed on:	13 th June 2023
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Next review due by:	13 th June 2024
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1. Rationale

Newfield strives to be an exciting, stimulating place of learning for all children, and for our children to gain the greatest benefit from their education it is vital that they attend regularly. Your child should be at school every day that the school is open unless the reason for the absence is unavoidable. We love having all of our children in school ready to learn, and staff are trained to support with specific medical and health needs, therefore unless your child is actually ill (i.e. has picked up a sickness bug / infection which can't be managed in school) please ensure that they are sent into school each day.

2. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

3. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) (May 2022) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy refers to the DfE's guidance on the school census, explaining the persistent absence threshold.

This policy was written with support from the school inclusion officer from BwD, Anne-Marie Neild.

4. Roles and responsibilities

4.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

Our link governor for attendance is Janet Doolan

In this role, our link governor supports our designated senior leader responsible for attendance via termly meetings to discuss the monitoring of pupil attendance.

The governing body have set whole school targets for attendance for the academic year 22-23 of 87%; and for 23-24 of 88%.

Newfield is committed to improving attendance, as we believe that regular attendance is central to raising standards in education and improving the life chances of our children.

4.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

4.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school & ensuring high expectations for attendance are shared by all
- Having a clear vision for attendance improvement and ensuring that all staff are aware of their responsibilities to record and support attendance
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Considering taking legal action due to lack of engagement from parents /carers and / or lack of improvement in attendance
- Advising the headteacher when to issue fixed-penalty notices

The designated senior leader responsible for attendance is Jenny Riley and can be contacted via: telephone: 01254 588600 and/or email : jriley@newfield.blackburn.sch.uk

4.4 The Family Wellbeing Coordinators

The family wellbeing coordinators, working alongside the DSL for attendance are responsible for:

- Calling parents who have not responded to contact made by the pupil services admin team
- In the event that a family cannot be contacted to explain an unreported absence, discuss with the designated senior leader responsible for attendance to decide whether a home visit is required on the first day of absence (e.g.: in the event of their being existing safeguarding concerns)
- Carrying out home visits with another member of staff to follow up unexplained absence
- Regularly monitoring attendance
- Meeting with parents to offer support to improve attendance
- Providing regular attendance reports to school staff
- Reporting concerns about attendance to the designated senior leader responsible for attendance and agreeing next steps
- Working with inclusion team officers to tackle persistent absence

The family wellbeing coordinators are AnnMarie Pickering and Mathilde Sharrocks and can be contacted via: telephone: 01254 588600 and/or email : familywellbeingcoordinators@newfield.blackburn.sch.uk

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4.5 Class teachers/HLTAs

Class teachers/HLTAs are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office using the SIMS register system by 9:15am every day

4.6 School admin pupil services staff

School admin pupil services staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the class teacher/Family Wellbeing Coordinator/ Deputy Head Teacher, as appropriate, in order to provide them with more detailed support on attendance
- Call parents to enquire about non-reported absence
- Alert Family Wellbeing Coordinators if parents do not respond to the calls about non-reported absence by lunchtime each day

4.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence or advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

5. Recording attendance

5.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- [For pupils of compulsory school age] Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

Newfield is committed to improving attendance, as we believe that regular attendance is central to raising standards in education and improving the life chances of our children.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 9.10am on each school day.

The register for the first session will be taken by 9.15am

5.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible by calling the school on 01254 588600.

This can also be done by simply leaving a message on the answerphone. We would appreciate you keeping us regularly informed during any period of absence, and school staff may also phone you to keep in touch with how your child is progressing during the illness. (see also section 7).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

5.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

We understand that due to the nature of our children, medical appointments are at times frequent and unavoidable.

We would ask that parents/carers inform us if their child has an appointment, via telephone, including information about an expected date or time of return. Again, this can be done by leaving a message on the answerphone.

However, we encourage parents/carers where possible to make medical and dental appointments out of school hours. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

5.4 Lateness and punctuality

A pupil who arrives late:

- Due to a school transport issue will not be marked as late
- Due to missing school transport will be marked as late, using the appropriate code
- On own transport, will be marked as 'L' if arriving before register closes at 9.15 or 'U' (unauthorised absence) if arriving after register closes at 9.15am.

5.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the Family Wellbeing Coordinators will follow this up by phone calls, and then home visits
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

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- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an Inclusion officer

5.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels

We will do this by sending a termly update about your child's attendance via ParentMail

6. Authorised and unauthorised absence

6.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be an 'unavoidable, exceptional circumstance'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'unavoidable, exceptional circumstances' as a sudden, unexpected event that requires an urgent response, meaning that a child is not able to remain in a position to continue to attend school, while the event is dealt with by family.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, before the absence, and in accordance with any leave of absence request form, accessible via the 'Application for discretionary leave of absence' form (Appendix 2) available from school. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

6.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, **each** parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

7. Strategies for promoting attendance

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

To help us all to focus on this we will:

Newfield is committed to improving attendance, as we believe that regular attendance is central to raising standards in education and improving the life chances of our children.

- Promote a culture across the school which identifies the importance of regular and punctual attendance;
- Give you details on your child's attendance termly;
- Send regular reminders on Class Dojo and the blog about the importance of regular attendance
- Make attendance and punctuality a priority for all those associated with the school; including pupils, parents, teachers and governors.
- Further develop positive and consistent communication between home and school.
- Set targets to improve individual and whole school attendance levels.

7.1 Attendance of Pupils with Medical Conditions:

- The introduction of new statutory guidance on 1st September 2014 placed much more emphasis on the role of governing bodies in ensuring that pupils with medical conditions are able to fully access education in the same way as other pupils.
- A key element of this responsibility is reducing the amount of time missed by these pupils; whether their condition is short or long term.
- The school will work with parents/carers and other relevant professionals to minimise absence for reasons of ill health. This may be as a result of specific practices or resources used within school.
- The school will maintain contact with children who are absent due to long-term ill health or hospitalization and will offer educational home visits where appropriate
- School will liaise with hospital teachers to provide information and support for continuing learning whilst in long term hospital stays.

8. Attendance monitoring

8.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers, Family Wellbeing Coordinators and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

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8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Follow the 'Attendance Improvement Process' flowchart (Appendix 3), and initiate the letters (Appendix 4) alerting parents to poor attendance, offering support and regular monitoring, leading up to meetings with Family Wellbeing Coordinators, then DHT in order to avoid a referral to the BwD Inclusion Team for persistent absence.

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Jenny Riley, DHT, DSL and designated senior leader responsible for attendance along with Janet Doolan, the link governor for attendance. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip/ visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

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Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (code should be amended when the reason emerges, or replaced with code O if no reason for absence is provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

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UPN	
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APPLICATION FOR DISCRETIONARY LEAVE OF ABSENCE

Name of School Newfield DfE Number 132051

If, due to **unavoidable, exceptional circumstances**, you wish to request discretionary leave of absence for your child, please complete this application form and return it to the Headteacher as soon as possible and in advance of making any travel arrangements.

Please note that there is **no** entitlement in law for parents to take their children out of school during term time without first obtaining permission from school.

If you do take your child out of school **without** securing advance permission or he/she fails to return to school on the agreed due date, you are likely to be issued with a Penalty Notice under Section 444 of the Education Act 1996. If payment is made within 21 days of receiving a penalty notice, the amount is £60 per parent, per child. The fine increases to £120 per parent, per child if payment is made after 21 days but within 28 days. If no payment is made, this would proceed to court and could result in a criminal conviction. Thank you.

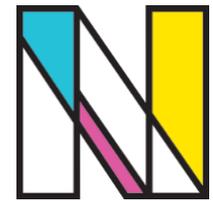
EVERY SCHOOL DAY COUNTS, AND EVERY DAY IS IMPORTANT

Child's First Name	Child's Surname	D.o.B.		Year Group	Gender
					Male <input type="checkbox"/> Female <input type="checkbox"/>

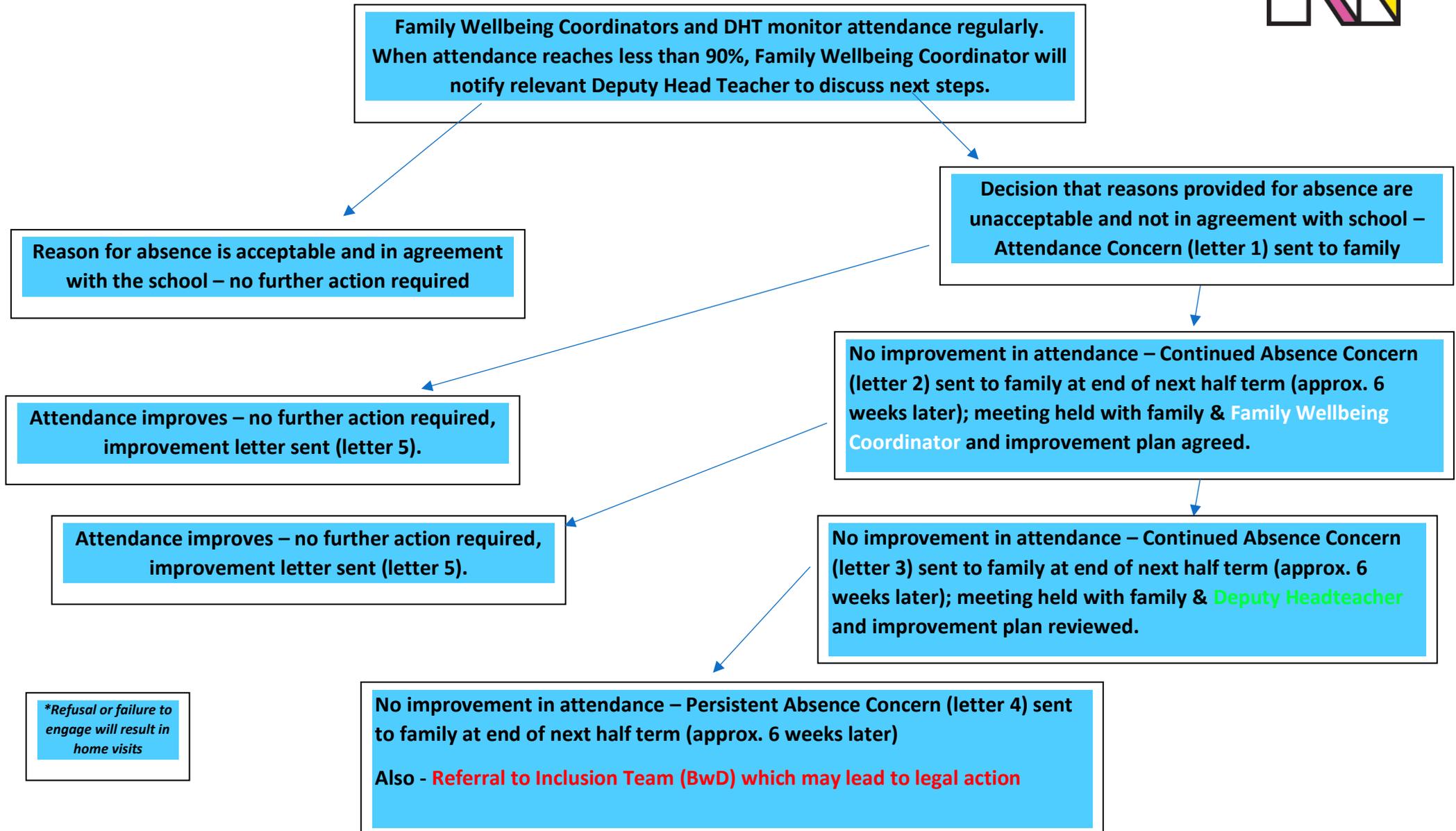
Parent (s) / Carer (s)			
First Name		First Name	
Surname		Surname	
Relationship to Child		Relationship to Child	
Address		Address	
Contact Telephone		Contact Telephone	
Email Address		Email Address	

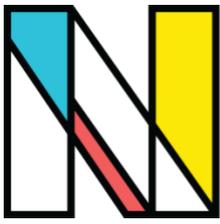
Request Details				
Exceptional Reason for Request				
Destination (City & Country)				
Date of Departure		Date due back in School		Number of missed school days
Emergency contact in Blackburn with Darwen (inc. contact number)				
Parent/Carer's Signature		Date Request made		

School Section			
Date of meeting/conversation with parent/carer		Leave Authorised	Yes <input type="checkbox"/> No <input type="checkbox"/>
Exceptional circumstances considered			
Head teacher's/Principal's signature		Date	



Newfield Attendance Improvement Process





Newfield

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Newfield Main School Address: Old Bank Lane, Blackburn, BB1 2PW

School for Autism Address: Shadsworth Road, Blackburn BB1 2HR

Tel: 01254 588600 Fax: 01254 588601 E-Mail: enquiries@newfield.blackburn.sch.uk Website: www.newfield.org.uk

Head Teacher: Rachel Kay, MSc, CMgr MCMI

Date:

Dear Parent/Carer of **(Child's name and date of birth)**

Attendance Concern

We are writing to express concern over the number of absences **(Child's name)** has had this current school year. Newfield School policy states that wherever possible children have at least 90% attendance.

Our monitoring system shows that **(Child's name)** attendance is at **(Percentage attendance)**, which is not acceptable to school, the Local Authority or the Department for Education.

Of course, we recognise that for some of our families, absences connected to hospital appointments, complex, severe or profound health needs and illness can be unavoidable.

However, we also believe that regular attendance is central to raising standards in education and improving the life chances of our children.

Our staff are trained to support children with medical needs, therefore even if your child has profound health needs, Newfield can support them in school.

It is not acceptable to take holidays or visits abroad during term time.

Therefore, we would expect children to be in school unless there are unavoidable, exceptional circumstances.

I would like to take this opportunity to remind you that you are required to contact school **every day** that your child is absent to explain why they are unable to be in school.

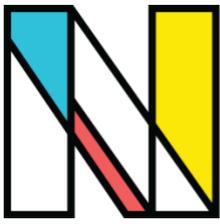
Your child's attendance will continue to be monitored and we hope that we can work together to increase **(his/her)** attendance going forward.

Please be reassured that school are available to offer information, advice or support with any aspect of improving your child's attendance, and should you require this, please do not hesitate to contact our Family Wellbeing Coordinators, Mathilde Sharrocks or Ann Marie Pickering.

Yours Sincerely

Rachel Kay
Head Teacher





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Tel: 01254 588600 Fax: 01254 588601 E-Mail: enquiries@newfield.blackburn.sch.uk Website: www.newfield.org.uk

Head Teacher: Rachel Kay, MSc, CMgr MCMI

Date:

Dear Parent/Carer of **(Child's name and date of birth)**

Continued Absence Concern

We wrote to you previously to express concern over the number of absences **(Child's name)** has had this current school year and unfortunately there has been no improvement.

Of course, we recognise that for some of our families, absences connected to hospital appointments, complex, severe or profound health needs and illness can be unavoidable.

However, we also believe that regular attendance is central to raising standards in education and improving the life chances of our children.

Our staff are trained to support children with medical needs, therefore even if your child has profound health needs, Newfield can support them in school.

It is not acceptable to take holidays or visits abroad during term time.

Therefore, we would expect children to be in school unless there are unavoidable, exceptional circumstances.

Our monitoring system shows that **(Child's name)** attendance is at **(Percentage attendance)**, which is not acceptable to school, the Local Authority or the Department for Education.

We would like to discuss this matter with you and an appointment has been made at **(time)** on **(date)** at school with **(name)**, Family Wellbeing Coordinator. At this meeting we would like to agree a plan to work together to improve your child's attendance and support you where we can. We will also discuss requirements associated with further absences. This will include the need for you to evidence all further absences by way of:

- Medical certificate
- Appointment card
- Hospital letter
- Medicine labels (this will be photocopied and kept on file)

In the meantime you are still required to contact school **every day** that your child is absent.

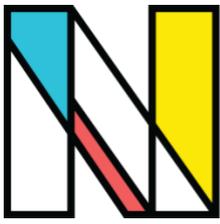
You should also be aware that if **(Child's name)** attendance does not improve, Newfield School is required to refer this case to the Blackburn with Darwen Inclusion Team which may result in legal action.

Please be reassured that school are available to offer information, advice or support with any aspect of improving your child's attendance, and should you require this, please do not hesitate to contact our Family Wellbeing Coordinators, Mathilde Sharrocks or Ann Marie Pickering.

Yours Sincerely

Rachel Kay
Head Teacher





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School for Autism Address: Shadsworth Road, Blackburn BB1 2HR

Tel: 01254 588600 Fax: 01254 588601 E-Mail: enquiries@newfield.blackburn.sch.uk Website: www.newfield.org.uk

Head Teacher: Rachel Kay, MSc, CMgr MCMI

Date:

Dear Parent/Carer of **(Child's name and date of birth)**

Continued Absence Concern

We wrote to you previously to express concern over the number of absences **(Child's name)** has had this current school year, and you have previously attending a meeting with our family wellbeing coordinator to discuss our concerns, however unfortunately there has still been no improvement.

Our monitoring system shows that **(Child's name)** attendance is at **(Percentage attendance)**, which is not acceptable to school, the Local Authority or the Department for Education.

We would like to discuss this matter with you and an appointment has been made at **(time)** on **(date)** at school with **(name)**, Deputy Headteacher. At this meeting we would like to review the plan to work together to improve your child's attendance and support you where we can.

In the meantime you are still required to contact school **every day** that your child is absent.

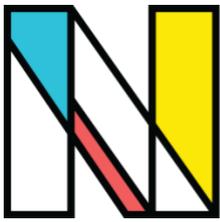
You should also be aware that if **(Child's name)** attendance does not improve, Newfield School will be required to refer this case to the Blackburn with Darwen Inclusion Team which may result in legal action.

Please be assured that school continues to want to work with you to improve your child's attendance.

Yours Sincerely

Rachel Kay
Head Teacher





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Head Teacher: Rachel Kay, MSc, CMgr MCFM

Date:

Dear Parent/Carer of (Child's name and date of birth)

Persistent Absence Concern

This letter has been sent to you because despite 3 letters and the offer of support in 2 meetings, (Child's name) attendance has not improved

Our monitoring system shows that (Child's name) attendance is at (Percentage attendance), which is an unacceptable level. You should also be aware that poor attendance can be a key indicator of additional safeguarding concerns.

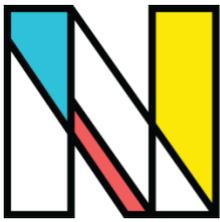
The case will now be referred to the Blackburn with Darwen Inclusion Team which may result in legal action.

The team will contact you directly.

Yours Sincerely

Rachel Kay
Head Teacher





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Head Teacher: Rachel Kay, MSc, CMgr MCMI

Date:

Dear Parent/Carer of **(Child's name and date of birth)**

Attendance Improvement

Following us writing to you previously on **(date)** to express concern over the number of absences **(Child's name)** has had this current school year, we are very pleased to have seen an improvement in their attendance.

Our monitoring system shows that **(Child's name)** attendance is at **(Percentage attendance)**, which is an clear improvement from the previous attendance of **(previous percentage attendance)**

We would like to thank you for your support with this matter, as we believe that regular attendance is central to raising standards in education and improving the life chances of our children.

Your child's attendance will continue to be monitored, as is the case for all children and we hope that we can work together to see a continued increase in **(his/her)** attendance going forward.

Please be reassured that school are available to offer information, advice or support with any aspect of improving your child's attendance, and should you require this, please do not hesitate to contact our Family Wellbeing Coordinators, Mathilde Sharrocks or Ann Marie Pickering.

Yours Sincerely

Rachel Kay
Head Teacher

