



Donnington Wood CE Junior School

Leonard Close, Donnington
Telford, TF2 8BH



Headteacher: Mrs S. Osman
Deputy Head: Mr R. Fox
Assistant Head: Mr J. Rawson

Telephone: 01952 386660

School Business Manager:
Mrs C. Oliver



TEAM - Together Everyone Achieves More
through the grace of the Lord Jesus Christ, the love of God and the fellowship of the Holy spirit

14th October 2015

Attendance

Dear Parents/Carers,

Since returning to school for the autumn term we have had one or two queries regarding Attendance, so I thought I would write to clarify the schools position.

Attendance targets are set by the government & all schools are expected to have an attendance of over 95% for the year.

Leave of absence for children during term time can only be granted by the headteacher in exceptional circumstances. Holidays cannot be authorised by a headteacher as they are not considered to be exceptional circumstances.

Legally the school has to report the schools overall attendance to the government & individual attendance of pupils is reported to the Local authority. Since September 2015 we are required to report any child's attendance if it is below 90%. The local authority then monitor this attendance very closely. If attendance continues to be an issue The LA may take legal action against parents/carers. Please note that it is the Local authority & NOT the school who take legal action against parents.

As a school we try to support parents/carers as much as possible to ensure that any attendance issues are quickly resolved as we do not want parents to be prosecuted by the Local authority. This is why, if your child's attendance falls below 90% you will receive a letter from school.

The letters that are sent to parents are model letters that are provided by the local authority & this is why the tone of the letter can be very formal. Unfortunately, because attendance is a Legal issue, we have very little control over the contents of the letters.

I have included, on the reverse of this letter, some extracts from the governments & the local authorities attendance policies.

As a school we simply want the best for our children & attendance at school is vitally important if they are to achieve their full potential.

We will, of course, be happy to support parents if they have any further questions or queries so please do not hesitate to contact school.

Yours sincerely

S. J. Osman
Headteacher



SILVER AWARD



International
School Award



CHARTER STANDARD SCHOOLS



The following statements are taken from the Government's School attendance and absence document.

By law you must make sure your child gets a full-time education that meets their needs. You can send your child to school or educate them yourself.

If your child is unexpectedly missing from school and the local council thinks you're not giving them home education, you'll be contacted by the school or the council's educational welfare officer. They'll contact you even if your child is only missing for a day.

You can be prosecuted if you don't give your child an education. You'll normally get warnings and offers of help from the local council first.

When your child can miss school:

You can only allow your child to miss school if either:

- they're too ill to go in
- you've got advance permission from the school

You have to get permission from the head teacher if you want to take your child out of school during term time.

You can only do this if:

- you make an application to the head teacher in advance (as a parent the child normally lives with)
- there are exceptional circumstances

The following statements are taken from Telford & Wrekin's attendance policy.

Procedure for Issuing Penalty Notices:

- The Attendance Support Team will issue Penalty Notices in Telford & Wrekin.
- This will ensure consistent and equitable delivery, retain school/home relationships and allow cohesion with other enforcement sanctions.
- Penalty Notices will only be issued by post and never as an on the spot action i.e. during a Truancy Sweep. This will ensure that all evidential requirements are in place and meet Health & Safety requirements for Telford & Wrekin Council employees.

Telford & Wrekin Council retains any revenue from Penalty Notices to cover enforcement costs (collection or prosecuting in the event of non-payment) and the costs of training to school staff to ensure procedures and protocols are maintained in the issuing of any Penalty Notice.

If you believe that the Notice was wrongly issued you must contact the LA to ask for it to be withdrawn as soon as possible, stating why you believe the Notice to have been incorrectly issued. The LA will consider your request and will contact you to let you know whether the Notice is withdrawn. If the Notice is not withdrawn and you do not pay, you will be liable to prosecution for the offence that your child has failed to attend school regularly.

If you have any queries about this Notice, please contact the Attendance Support Team, Floor 2C, Darby House, Lawn Central, Telford TF3 4JA on 01952 385220