



16th July 2015

VERY IMPORTANT ABSENCE INFORMATION

Dear Parents

In September the Government is changing the absence criteria for what would be classified as **"Persistent Absence"**.

At present it is 15% absence over a 6 week term.

From September it will now be classified as 10% absence over the same period. This equates to 7 sessions (one session is either an afternoon or a morning).

With this in mind every session counts, so if your child has a doctor appointment, for example, that cannot be arranged for any other time, please ensure that your child returns for the other session in the day. Equally, if you feel that your child is too unwell in the morning of a particular day, but they pick up in the afternoon, please bring them in.

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On a separate, but related note, if your child is absent from school for any reason the school needs to know the reason why, for safeguarding reasons. We require a note or a phone call by 9am, or at the latest by 9:30am, on each day of absence. If this is not forthcoming, we have a duty to contact you. Therefore it is vital that we have a reliable number to contact you on. If we cannot get through to you the following procedures will need to be put in place:

- **We will contact any other family member on our contact list**
- **If will still cannot contact anyone we will phone our local PCSO to come and visit to ensure the safeguarding of your child/children.**

If you require any other information on this please make an appointment to see me, or if you need to update an emergency contact number please inform the office.

Thanks again for your support with this very important area,

Ian Wilkinson
Headteacher

