



15th January 2016

Dear Parents/Carers

Good attendance, including punctuality is essential to ensure uninterrupted progress and enable children to fulfil their potential, as a school community we are committed to helping every child succeed. Most pupils at Forest Oak have good attendance and it is vital parents and carers work closely with school where it is not.



365 days in a year			
190 school days			175 non-school days
95%-100% attendance	Good Best chance of success		<ul style="list-style-type: none">• Family time• Visits and trips• Shopping• Birthday treats• Looking after others at home• Appointments, including non-urgent medical and dental where ever possible.
90% attendance	19 days absence, only 171 days of education	Worrying Less chance of success, makes it harder to progress.	
85% attendance	29 days absence, half a term missed. Only 161 days of education		

ATTENDANCE REMINDERS

- Parents have a duty to make sure that their children receive education during the compulsory years. **Education is compulsory to 18 from September 2015.**
- If a child of compulsory school age, who is a registered pupil at a school fails to attend regularly at the school his/her parents are guilty of an offence.
- From September, 2015 the government reduced the persistent absence threshold, meaning any pupil with attendance below 90% (39 sessions or 19 school days is considered a persistent absentee, whether these absences are authorised or not. Schools are judged on the number of pupils who are persistent absentees.
- It is not lawful for schools to grant leave of absence during term time unless there are exceptional circumstances.
- **If a pupil has 10 sessions (5 days) unauthorised absence, Education Welfare will be notified and a penalty warning notice will be considered. Parents can be fined up to £120 per parent, per child.**



All children's attendance is monitored closely at Forest Oak and actions taken, where it falls below 95%. If we are concerned about your child's attendance we may request medical evidence for illness absences and/or require you to meet with an Attendance Panel, including the Principal and school Governors to make improvements.

We thank you for your support and ask if you have any questions, queries or concerns about your child's attendance you contact school at the earliest opportunity. All staff will work with you to help.

Yours sincerely

A handwritten signature in black ink, which appears to read 'Mrs A R Mordey', is written over a horizontal line.

MRS A R MORDEY
PRINCIPAL