



**HAVERRIGG PRIMARY SCHOOL**

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**Headteacher: Mrs M Narongchai**

Re attendance requirements

4<sup>th</sup> May 2023

Dear Parents,

I am writing to highlight and clarify school's requirements regarding attendance following a recent analysis carried out in school of the attendance figures for this academic year so far.

A child's attendance at school is expected to be 96% or above. Anything that is below this needs to be addressed by school to ensure attendance improves. We are very keen to ensure that all children attend school regularly as it is important for friendships and academic progress/success.

We understand that an absence maybe for a range of reasons including illness but it is very important that we are alert to any attendance that falls below 96%. Below 90% is classed as persistent absence and additional agencies may then be involved to ensure attendance improves.

With this in mind we will be sending out "awareness" letters to parents whose child's/children's attendance is currently below 96% this year so far in the hope that this information will help improve attendance by the end of this academic year.

**We have also had an unprecedented number of requests for holidays in term time this year. You are strongly urged to avoid booking a family holiday during term time. Parents do not have any right or entitlement to take their child out of school for a term time holiday. Following government guidelines, we can only grant leave for exceptional circumstances and each request will be judged individually. However, family holidays will not be authorised.**

**Please note that unauthorised leave of absence could result in legal action and a Penalty Notice being issued. It is also important to note that regular school attendance is a legal requirement and has to be taken seriously by all.**

If you wish to discuss this further then please don't hesitate to get in touch. We are always happy to help.

Head teacher