



Rendlesham Primary School

Sycamore Drive, Rendlesham, Woodbridge, Suffolk IP12 2GF

01394 462190

admin@rendlesham.org

www.Rendleshamprimaryschool.org.uk

Academy Head: Debbie Thomas



08 March 2022

Dear Parents/Carers

Please note that this letter is not targeted at any specific family – it is for your information only

School Attendance

We are writing this generic letter to all parents and carers about attendance to provide everyone with a clear outline about absence procedures and the School and Local Authority (legal process) responses to poor pupil attendance.

The pandemic we have all faced, had a significant impact on attendance over the last two years. Moving forward though, the Government have made it clear that school attendance is high priority, and there is a clear expectation of all children returning to school. The Trust have made it clear that they will support the Academy Head in promoting high levels of attendance and taking action where there are unsatisfactory reasons for absence.

Unbroken attendance at school is important for learning. However, there will be times when absence is unavoidable and acceptable. This letter explains the approach we are following to manage attendance.

Types of Absence

Each absence is classed as authorised or unauthorised.

Absences are coded as authorised when they are considered valid and unauthorised where no explanation or unacceptable reasons are given.

The following reasons are examples of unacceptable absences:

- shopping visits
- birthdays
- care for family members
- days out to theme parks or to attend concerts/shows
- parents' work commitments or business trips
- holidays taken in term time (including long weekends taken on Fridays and/or Mondays)
- parental illness

Unauthorised absences will be noted and could be subject to legal intervention. This means that a fixed penalty notice or attendance fasttrack management plan could be implemented, which could lead to a court appearance. However, we must stress it is always our intention to support and work with you to address any non-attendance issues to prevent any legal intervention being required.

Illness and First Day Call

If your child is unable to attend school through illness you should inform us by telephone on the first day of absence before 9.00am. Alternatively you can email us at or call in in person at the Office. It is useful to know the expected day of return. If you do not supply us with this information we have a duty to contact, you for so that we may be sure of the child's whereabouts as this is a safeguarding measure.

Where the child is absent through illness or medical appointments this will normally be counted as authorised.

Where we have concerns over excessive absence patterns through illness we will need to discuss this with parents in order to gain a better understanding of the problems and to offer support – for example by involving the School Health Service.

Medical/Dental Appointments





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It is generally better if these can be arranged outside school hours, but we know this is not always possible. Where children need to attend such appointments during the school day it is important that parents come first to the Office before collecting children and sign them out of school. Please bring your child to the office on returning from the appointment and sign them back in. Please indicate in advance whether s/he will be returning for the midday meal. Medical and dental appointments count as authorised absences.
Emergency Occasions

There are some occasions e.g. bereavements, family problems, etc where it may be inappropriate for children to attend school; we will always be sympathetic to such needs.

I hope that Mr Shaddick's information (Head of Service for Attendance) has clarified the Trust approach to supporting and addressing attendance issues.

Rendlesham has a high attendance level and we are very proud of the understanding and support shown by parents both throughout the pandemic, and in recent months where we are trying to return to normal as quickly and safely as possible.

This letter has been sent to all Trust schools, and is no way intended to target any one family. Please just note the information and continue your amazing support for the school and your children's education.

Thank you for all you have done to ensure that our school has a very positive attendance rate and for your consideration and understanding about managing pupil absence.

Kind regards

Mrs Thomas

