

Bere Regis Primary & Pre-School

Southbrook, Bere Regis, Wareham, Dorset BH20 7DB

Tel: 01929 471334

email: office@bereregis.dorset.sch.uk

www.bereregis.dorset.sch.uk



Headteacher:
Mrs Rachael Brown

17th September 2019

Dear Parents and Carers

Attendance Information for Parents

It is essential that children and young people form good habits of regular attendance at school from an early age and that good attendance is maintained throughout their school career. Bere Regis Primary & Pre-School are committed to working with parents and families to ensure that there is a consistent approach to school attendance. It is a legal requirement that all children should attend their educational provision and it is the parent/carer's responsibility to ensure that their children attend school.

Bere Regis Primary & Pre-School has agreed the following:

- Bere Regis Primary & Pre-School will monitor the attendance of our pupils and work closely with Dorset County Council's School Attendance Service to support children and young people whose attendance levels are causing concern.
- If a child has an attendance level of below 95% they will have missed an average of one day a fortnight in school. Over a school year this will represent four weeks of absence. If this level of absence were maintained for a five year period it would mean half a school year would have been missed.
- If Bere Regis Primary & Pre-School is concerned about a child's attendance they will talk to the parents and write to them to explain their concerns. The school will then monitor the child's attendance expecting to see an improvement. The Dorset County Council (DCC) School Attendance Service will be made aware of the school's concerns. If no improvement is made, the family will be invited to attend an Attendance Panel.
- Whilst we understand that children do become ill on occasions, children who lose a lot of time at school can suffer in the long term from significant gaps in their learning. If a child's health continues to affect their education, schools are obliged to make a referral to School Health to ensure that appropriate medical advice and support is provided.

- If a child is ill it is the responsibility of the parent/carer to ensure that they inform the school on the first day of illness. Bere Regis Primary & Pre-School operates a targeted “First Day Call” system, which means we will contact you to ask why your child is not in school and when they are expected to return, if we have not heard from you.
- No Leave of Absence will be granted during term time, except in exceptional circumstances.
- We are therefore informing parents/carers that, should you wish to take your child out of school for any leave of absence, holidays or otherwise, requests will not be routinely granted. It is essential that any requests for leave of absence are discussed with your child’s Head Teacher prior to the request being made.
- Any absence which has not been authorised by your child’s school will be recorded as “unauthorised” and this has the potential to impact on your child’s overall absence figure and could result in legal action. Please note that unauthorised absence of 10 or more sessions (5 days) will be liable to a Fixed Penalty Notice, in line with the Supreme Court Ruling.

Finally, it is important that pupils are in school on time. Time keeping is not only important in obtaining maximum benefit from education it is also a key skill for adult life. Lateness is monitored by the school and contributes to absence rates. The school gates open at 08:45 and the school day starts at 08:55.

Bere Regis Primary & Pre-School is committed to ensuring that every learner has the opportunity to thrive and achieve, and recognises that good attendance is central to this.

Yours sincerely,

A handwritten signature in cursive script that reads "Rachael Brown".

Rachael Brown
Headteacher