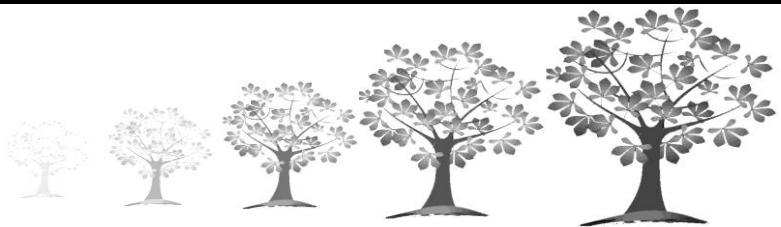




C of E Primary and Nursery School

Cherry Road, Wisbech,  
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Headteacher: Mrs. Nicola Parker Web: [www.orchards.cambs.sch.uk](http://www.orchards.cambs.sch.uk)

Friday, 09 October 2015

Dear Parents/Carers,

### ATTENDANCE

As a result of our combined efforts, we continue to improve our school attendance to be in line with national expectations of 95% attendance or better. With your help, we aim to improve further by July 2016.

This year our whole-school average is currently 94.9% - an improvement on this time last year!

This letter outlines our updated procedures in line with Local Authority policy.

### PENALTY NOTICES

It is your legal responsibility to ensure that your child attends school regularly and punctually. Failure to do so may result in a Penalty Notice being issued against you and/or legal proceedings being considered.

Before booking a holiday, remember you could be at risk of a fine if you take your child out of school during term time. This fine is £60 per parent, per child. **No holidays will be authorised in term time.**

### ILLNESS

Telephone school before 9:00 am to report your child's absence. If your child's attendance is satisfactory, we will authorise two days' illness. If your child is absent for more than two days, you will require medical evidence in the form of a doctor's note, medical appointment card, prescription or details of any medicines taken.

### MEDICAL APPOINTMENTS

Where possible, try to make all medical appointments outside school hours. If this is not possible, please show the office evidence of the appointment.

**Letter 1** – will be sent if your child's absence falls below 96% to inform you that their attendance is below expected. You do not need to take any action at this stage.

**Letter 2** – will be sent if your child's absence continues to fall. You will be invited to school to discuss your child's attendance. These meetings are usually very beneficial and informative to parents and school. Support is offered if required and strategies are discussed to help improve attendance where applicable.

**Letter 3** – will be sent if your child's absence does not improve after the attendance meeting. Lesley High, the Educational Welfare Officer (EWO) will become involved and at this stage, legal proceedings may begin. With effect from September 2015, the Department for Education has reduced the Persistent Absence threshold to 10%; previously it was 15%.

### SUPPORT FOR PARENTS

Please speak to myself, Julie Carlile or Lesley High regarding any concerns or problems you may have regarding attendance.

Attendance has a direct impact on your child's success and progress; thank you in advance for your continued support.

Yours sincerely,

Mrs Parker  
Headteacher

