

Blackrod Primary School
Manchester Road
Blackrod
Bolton
BL6 5SY
Headteacher: Katherine Mead
Telephone (01204) 333488
E.Mail: office@blackrod.bolton.sch.uk
Website: www.blackrodprimary.co.uk



Improving Pupil Attendance – A National and local approach

Dear Parents and Carers,

As you will be aware we communicate regularly about issues relating to improving pupil attendance.

We recognise that most of our families have excellent attendance and parents/carers work hard to ensure their children are in school. However, we do have concerns regarding attendance and as a School, we have a legal duty to ensure children attend school and a Local Authority code of conduct is followed if attendance falls below 90% or holidays are taken during term time.

We work with the Early Intervention Team and consult with them regularly regarding cases and attendance procedures.

It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

All schools have a continuing responsibility to proactively manage and improve attendance across their school community.

Absence from School: Attendance analysis is undertaken by Mrs Wilson each half term (Dates are included in the calendar of events for reference) We have a duty to inform parents if their child's attendance falls below 90%. Mrs Wilson will send letters and/or speak to you directly. If attendance continues to be below 90% further action may be taken including parent meetings and Early Intervention (EIT) involvement from the LA Social care team.

If we have any reason to be concerned regarding a child's absence from School, we will conduct home visits.

Request for absence during Term Time: School follow the Bolton Local Authority Code of Conduct.

Exceptional Circumstances

- Absence for Religious Observance is authorised.
- Requests can be made for exceptional circumstances. Exceptional Circumstances are analysed on a case by case basis and a decision is made by the head teacher.
- An absence which may be authorised includes: family bereavement or illness, housing issues, 1 day to attend a wedding or competing in a sporting event.
- In the case of an exceptional circumstance, the amount of sessions authorised will be decided by the Head Teacher.

Holidays in Term Time

Family holidays are not classed as exceptional circumstances and therefore holidays cannot be authorised by School. **Absence due to holidays will be unauthorised.**

Please be aware that

- work cannot be provided for children who are absent from school due to taking holidays in term time.
- In cases where any unauthorised absence reaches a threshold, a fixed penalty notice is issued by the Early Intervention Team's Legal department.
- Fixed penalty notices are issued and managed by the local authority not School.
- School do not benefit financially from issuing Fixed penalty notices.

If you request to take a holiday in term time, you will receive a letter from School informing you that the absence is unauthorised. If you choose to take the holiday and a fixed penalty notice is issued, you will receive correspondence from the local authority who manage the process.

All correspondence from that point on MUST be directed to the local authority and not school. Staff will not be in a position to discuss fixed penalty notices.

If you have concerns or need support with your child's attendance, please contact the school office via email **FAO Mrs Wilson Attendance** or telephone and leave a message.

Our Attendance Policy is available on the school website:

Kind Regards



Katherine M Mead
Head Teacher



Martin Banks
Chair of Governors



Artsmark
Platinum Award
Awarded by Arts
Council England



2019-2022