

12th September 2022

Dear parent / carer,

We firmly believe that good attendance is of paramount importance if children are to fulfil their potential and make the most of the educational opportunities available to them. All children have the right to a stimulating, enjoyable and high-quality full-time education and as a parent/carer you are responsible for making sure that your child attends regularly and punctually.

We aim to raise and maintain levels of attendance by working in partnership with parents and pupils themselves to ensure everyone is fully aware of the policies and procedures related to attendance and of our school's commitment to ensuring pupils attend on a regular basis.

Attendance

Children are expected to be in school every day for 08:45 when class registers are taken, unless they are sick. If your child is sick, you should contact the school on the first day of absence on 01582 531860. The school will then decide if we wish to authorise the absence or record it as unauthorised.

The following guidelines show our thresholds for assessing attendance.

- 98-100% Good
- 96-97% Satisfactory
- 94-95% Improvement needed
- Below 94% Poor

Attendance during one academic year:	Number of school days missed a year:	Number of lessons missed a year:
98%	4 days	20 hours
96%	7 days	35 hours
94%	11 days	55 hours
92%	15 days	75 hours
90%	19 days	95 hours

Parents can be taken to court under the Education Act 1996 if they do not make sure that their child attends school without good reason (as defined by law) and if the child has too many unauthorised absences. This can lead to prosecution and if found guilty, parents could be liable for a fine of up to £2500 or imprisonment.

River Bank Primary School, Bath Road, Luton LU3 1ES

Telephone: 01582 531860 Email: info@riverbankprimary.org Web: www.riverbankprimary.org

Active Education Academy Trust is a charitable company limited by guarantee registered in England and Wales Registered Office: Floor 2, Apex House, 30-34 Upper George Street, Luton, LU1 2RD

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Medical appointments

Routine medical appointments should, where possible, be arranged outside of school hours or during the school holidays. Should your child have an emergency appointment or a hospital appointment then the letter, appointment card or text should be provided to school to confirm the appointment.

Holiday requests and Penalty notices

Under normal circumstances, any holiday request will be refused. This includes overseas trips to visit family members.

The Education (Penalty Notices) (England) Regulations 2006 introduced new powers for Education Welfare Officers, headteachers and the Police to issue Penalty Notices for Unauthorised Absences, unauthorised lates and unauthorised term time leave from school as an alternative to prosecution. The fine is £60 per parent per child, if paid within 21 days and £120 if paid within 28 days.

We are delighted to have your support in our aim to raise our attendance levels and ensuring that your child is always at school.

Yours sincerely,

Miss L. Anderson
Assistant Headteacher

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