



The Borders Partnership of Schools
**Barnby & North Cove and Glebeland
Primary Schools**

Academy Head: *Mrs Louise Scott*. Email: head@bordersprimary.org



28th February 2022

Dear Parents/Carers

School Attendance

We are writing this letter to you about attendance to provide you with a clear outline about absence procedures and the School and Local Authority (legal process) responses to poor pupil attendance. We will reflect and consider the pandemic we have all faced, however the Government have made it clear that school attendance is high priority, and therefore 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 where they are considered valid and unauthorised where no explanation or unacceptable reasons are given.

Unacceptable Reasons

The following reasons are not acceptable:

- 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 acted on and could be subject to legal intervention. This means that a fixed penalty notice or attendance FastTrack management which could lead to a court appearance could be put in place. However, we must stress it is always our intention to support and work with you to address any non-attendance issues.

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 office.bnc@bordersprimary.org 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 so that we may be sure of the child's whereabouts as this is a safeguarding measure.

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Barnby & North Cove Primary School, The Street, Barnby, Beccles, Suffolk, NR34 7QB

Email: office.bnc@bordersprimary.org Telephone: 01502 476230. www.barnbyandnorthcoveprimaryschool.org.uk

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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

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. Please bring your child to the office on returning from the appointment. 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.

Kind Regards

Louise Scott

Academy Head

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