



Holt Farm Infant School

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Headteacher: Mr Robin Goodier

Dear Parents

School Attendance

In our Census this week our attendance figures fell below the level required for schools. The Government guidelines for school attendance defines “persistent absence” as less than 90% attendance. A child with less than 90% attendance is classed as a persistent absentee. This is equivalent to missing 19 days of school during an academic year. This sounds like a lot of absence but odd days off quickly add up particularly for Infant School children who are more prone to illness in the first few years of school.

Good attendance is 96% or above (less than 8 days absence per academic year). If your child’s attendance falls below 90% you may be referred to the Local Authority in Essex. Please can we also remind you not to arrange holidays during term time as holidays cannot be authorised. If you do take holiday during term time you may be fined by the local authority. Parents may incur a Penalty Notice fine of £60 per child absent.

Regular, uninterrupted attendance ensures pupils reach their full potential, both academically and socially, leading to positive life chances in the future.

Please do not hesitate to contact me if you have any issues or problems with attendance; for example if your child is reluctant to get ready for school in the morning or often says they are feeling unwell. We are able to provide positive support for you and your child. If your child has a minor ailment please send them to school we will always contact you if we do not feel they are well enough to be in school. *However, if your child has had sickness or diarrhoea they must be off for 48 hours from the last symptoms to prevent the spread of infection.*

If your child needs to take a prescribed medication during the day, we would be able to administer this for you. Please speak to the school office to arrange this.

We continue to reward good attendance with our “Attendance Tree” and with a cup awarded to the class with the best attendance each week.

Thank you for your support.

Robin Goodier

Headteacher

18th January 2018

