

Attendance Meeting

Thank you for attending this step 1 / 2 / 3 meeting to discuss _____ attendance.

From _____ - _____, is _____% and from _____ - _____,

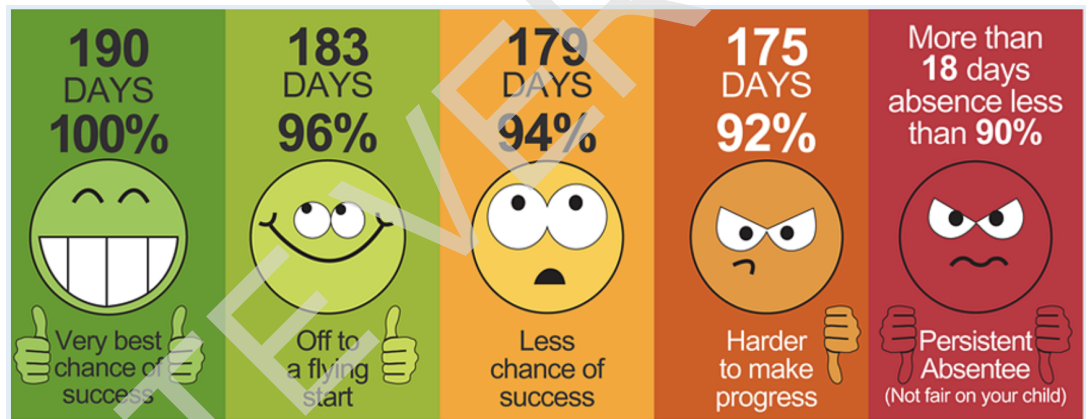
attendance is at _____%, this has improved / not improved, we will / will not need to

continue to work with you to improve your child's attendance, their attendance grid is attached.

Why is attendance important?

As you can see from the image below, attendance is crucial for your child's learning. We expect attendance to be at 95%+ and we do not expect children to be late at all. Good attendance at school is not just valuable, it's essential. Going to school is directly linked to improved learning outcomes which should in turn lead to further opportunities and better job prospects. As well as this, going to school helps to develop:

- Friendships
- Social skills
- Team values
- Good mental health
- Life skills
- Cultural awareness
- Career pathways



What are your legal responsibilities as a parent?

By law, all children of school age (aged four to sixteen) must receive a suitable full-time education. For most parents, this means registering your child at a school or you may choose to make other arrangements to provide a suitable, full-time education. Once your child is registered at a school, you are legally responsible for making sure they go regularly. [Attendance and Punctuality Policy Link](#)

How do you ensure your child is successful in school, all day, every day?

- having a routine from an early age and sticking to it
- making sure your child understands the importance of good attendance and punctuality
- making sure they understand the possible implications for themselves and you as a parent if they don't go to school
- taking an interest in their education - ask about school work and encourage them to get involved in school activities
- discussing any problems they may have at school and letting their teacher or principal know about anything that is causing concern
- not letting them take time off school for minor ailments or holidays during term time

Steps we take to improve attendance

Step 1

- Email of your child's current attendance level
- Asking that you take steps to improve
- Offered a meeting to discuss:
 - Steps school follows
 - Support we can offer
 - Opportunity to share relevant information

Improvement

No Step 2
No further action
following step 1

Little / no improvement / overall attendance still low

Step 2

- Email of your child's current attendance level
- Requested to book and attend a meeting to discuss:
 - Steps school follows
 - Support we can offer
 - Opportunity to share relevant information
 - Review what steps have been taken to improve
 - Review improvements in attendance and punctuality if any seen - what worked well and why?

Improvement

If there is an improvement we will offer to meet with the parent to discuss what worked well and why and how the parent will maintain that attendance level

Little / no improvement / overall attendance still low

Step 3

- Email of your child's current attendance level
- Requested to book and attend a meeting to discuss:
 - Steps school follows
 - Support we can offer
 - Opportunity to share relevant information
 - Review what steps have been taken to improve
 - Review improvements in attendance and punctuality if any seen - what worked well and why?
- Little / no improvement
 - A penalty notice warning letter will be issued

Step 4

A penalty notice will be issued

Step 5

Court Action



2023 / 2024 School Term Dates

Autumn Term 2023

	Starts	Ends	Number of Days
<i>Inset Day</i>	Monday 4th September	No children in school	1
<i>Inset Day</i>	Tuesday 5th September	No children in school	1
Autumn 1	Wednesday 6th September	Friday 20th October	33
<i>Half Term Holiday</i>	Monday 23rd October	Friday 27th October	5
Autumn 2	Monday 30th October	Thursday 21st December	39

Spring Term 2024

	Starts	Ends	Number of Days
<i>Inset Day</i>	Monday 8th January	No children in school	1
<i>Inset Day</i>	Tuesday 9th January	No children in school	1
Spring 1	Wednesday 10th January	Friday 9th February	23
<i>Half Term Holiday</i>	Monday 12th February	Friday 16th February	5
Spring 2	Monday 19th February	Thursday 28th March	29

Summer Term 2024

	Starts	Ends	Number of Days
Summer 1	Monday 15th April	Friday 24th May	29
<i>Half Term Holiday</i>	Monday 27th May	Friday 31st May	5
<i>Inset Day</i>	Monday 3rd June	No children in school	1
Summer 2	Tuesday 4th June	Wednesday 24th July	37

Bank Holiday in Term Time

Monday 6th May 2024 - May Day Bank Holiday

Holidays in Term Time

We do not authorise holidays in term time under any circumstances. Parents and Carers, please ensure that you do not book holidays or flights for before term ends or for after term has begun.