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Acting Head Teacher: Emma Tuffey

30th April 2021

Dear Parent/Carers,

I would like to remind parents/carers our procedures for school attendance at Fosse Primary School. This can be something that parents have a lot of questions about, so I hope the information included here is useful.

We are still required as a state-maintained school to follow the statutory attendance guidance from the Department for Education. More information for parents can be found at:

<https://www.gov.uk/school-attendance-absence>

Leicester City Council (the Local Authority) is still the legal body that monitors our school in relation to the above, and helps to ensure that all children attend school regularly. This means that they will continue to issue Penalty Notices (fines) and chair legal meetings where necessary.

Why is regular school attendance important?

We know that children who attend school regularly achieve better, feel happier, gain confidence and find it easier to make and keep friends. Attendance at our school is below the national average (96%). As stated by Ofsted during their recent visit in March 2021, *'too many pupils do not attend school every day'*. Overall, we want our attendance to improve as we have a great school with some really exciting opportunities ahead.

Is the school expecting every child to get 100% attendance?

No. We know that children become ill and also sometimes coughs and colds can be caught from other children. We now reward the children with weekly certificates and additional playtime for the class with the highest attendance and an e-voucher for 100% attendance.

What if my child is ill?

You will need to contact the school office each morning so we can update our registers. We will ask for a reason for absence for our records and may need to ask for medical proof. Medical evidence can be things such as named prescriptions or medication, appointment cards or notes from the doctor. We do not need to keep any of this or make copies.

What if my child has to self-isolate because he/she has been tested positive for Covid 19?

If your child or any of your fellow household members do develop any of the COVID-19 symptoms (high temperature, new, continuous cough or loss or change to your sense of smell or taste), however mild, they must self-isolate at home and arrange a test to see if they have COVID-19. Testing

can be arranged via the NHS at: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/>. **Results of the test should be shared immediately with the school.** We ask that you do not send your child into school until the self-isolation period of 10 days has ended. Further information about what to do if someone in your household has a possible or confirmed COVID-19 infection can be found here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

What if my child has a medical condition that may affect their attendance?

You should contact the office and make an appointment to speak to Miss Tuffey we are aware of your child's needs. When there are exceptional circumstances such as this we often take a different approach to managing attendance in school, according to the child's needs.

Can I take my child out of school during term time?

Schools are not allowed to authorise holiday requests. You must still complete a leave of absence request form for all planned absences. We are required to know the whereabouts of your child during term-time for safeguarding purposes.

Will I receive a penalty notice (fine)?

We will submit a penalty notice request to Leicester City Council for an unauthorised absence. A guide for parents in Leicester City Council can be downloaded from the council website (Google 'Leicester City Council attendance and truancy').

If the school have concerns about your child's attendance?

If we are concerned about your child's attendance you will receive a letter detailing their exact attendance and other relevant information, such as number of late marks. We issue these letters every half term.

If your child's attendance does not improve following the letter, we will refer your case to the school's Education Welfare Officer (EWO) who works for the Education Welfare Service (EWS) at Leicester City Council. They will support us in identifying the next stage of action which is sometimes inviting parents to a legal meeting, known as attendance panel meeting. This meeting is an opportunity to discuss our concerns about your child's attendance, listen to your concerns, and work together to create an agreement known as a parenting contract.

Should we still have concerns, we will work with the EWS to take more substantial action, which may be a PACE meeting (Police and Criminal Investigations) and subsequently a penalty notice and/or prosecution.

What if I still have questions?

Please do not hesitate to contact the school office if you have any questions.

Kind regards,



Emma Tuffey

Acting Head Teacher