



The Bedenham & Holbrook Federation of Primary Schools

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20th April 2015

Dear Parents/Carers

Attendance expectations

You may recall that we sent you all a copy of a letter written by the Local Authority back in February regarding Hampshire County Council's review of its Code of Conduct with regards to attendance in which it was noted that there has been a 47% reduction in leave of absence requests across Hampshire since September 2013. The letter also stated:

"If your child is absent and the school have not authorised this then this is subject to legal action through a fine or prosecution. This code sets out for all schools what actions must be taken for any child with 10 or more sessions (5 days) of unauthorised absence from September 2015. We are clear in our code of conduct that where a child or family requires support to achieve attendance rates above 90% that this is the first priority for schools. We are also clear that where parent/carers choose to ignore the law and are complicit in their child's absence then all schools with the Local Authority must take legal action through a penalty notice fine or prosecution in court.

From September 2015 all schools will be required to work with Hampshire County Council to take legal action if:

- 1. A child has unauthorised absence for 10 or more sessions.**
- 2. A child is continually late to school and this lateness is unauthorised for 10 or more sessions.**
- 3. A child has any unauthorised absence during any formal examinations, assessment or testing.**

Please note each parent/carer can be issued a separate penalty notice for each child."

As schools, neither Bedenham nor Holbrook, have as yet issued any penalty notices although in the past there have been instances of families been taken to court regarding attendance issues. It is not something we want to do, we would far rather work with you to ensure good levels of attendance for your children. We will, however, have no alternative from September and indeed **will** be issuing penalty notices when levels of attendance within one of the three criteria above are reached. *It is worth noting that lateness is unauthorised as indicated in criteria 2, if your child arrives over 15 minutes later than the start of the school day - remember the start of the school day at Holbrook is 08:45am and at Bedenham is 08:50am!*

Bedenham Primary School
Bridgemary Avenue
Gosport
Hampshire
PO13 0XT



Hampshire
County Council

www.bedenhamandholbrookfederation.co.uk/

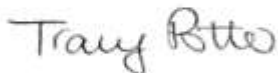
Holbrook Primary School
Wych Lane
Gosport
Hampshire
PO13 0JN

We already VERY RARELY authorize term time holidays, do ask for medical proof should there be regular incidents of illness and try to keep you informed when we are concerned regarding attendance.

In order to try to help you understand the expectations and when a penalty notice **WILL** be issued from September; this term, ie between now and July 22nd we will continue to monitor attendance and will send you a text and / or letter when your child reaches a level of absence or lateness that would result in a penalty notice.

Should you wish to discuss this further please don't hesitate to contact us, we will be more than happy to try to answer your questions.

Yours sincerely,



Tracy Potter
Executive Headteacher



Caroline Wood
Head of School (Bedenham)



Zoe Dudley
Head of School (Holbrook)