



The Bedenham & Holbrook Federation of Primary Schools

Executive Headteacher: Mrs T Potter BEd (Hons) NPQH

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26th June 2017

Dear Parents/Carers

Attendance expectations

You will no doubt be aware that following the recent High Court case involving what constitutes 'regular attendance' the final decision as to whether to authorise absence continues to rest with individual schools. We are writing to remind you that Hampshire County Council have written a code of conduct which all schools are expected to abide by. Part of this includes the expectation that:

all schools are required to work with Hampshire County Council to take legal action if:

- 1. A child has unauthorised absence for 10 or more sessions within 100 sessions.***
- 2. A child is continually late to school and this lateness is unauthorised for 10 or more sessions. (If your child arrives over 15 minutes later than the start of the school day then it counts as an unauthorised absence - remember the start of the school day at Holbrook is 08:45am and at Bedenham is 08:50am!)***
- 3. A child has any unauthorised absence during any formal examinations, assessment or testing.***

Both Bedenham and Holbrook, have since September 2015 issued a small number of fixed penalty notices with regards to attendance, but 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 believe regular attendance means your child will be attending at least 95% of the available time.

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

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

Tracy Potter
Executive Headteacher

Caroline Wood

Caroline Wood
Head of School (Bedenham)

Zoe Dudley

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