



Executive Headteacher: Mr Stephen Snelson

Head of School: Mrs Rachel Watts

Assistant Headteacher: Miss Jessica Hall / Mrs Polly Press

Copt Oak Road, Narborough,
Leicestershire LE19 3EF

24th November 2022

Dear Parents and Carers,

In September this year, new guidance was issued from the Department for Education: 'Working together to improve school attendance'. As a result of this, we have an updated Attendance Policy issued by Learn-AT which can be viewed on our school website [here](#).

This policy outlines the procedures for recording and managing attendance. The following levels of attendance are defined in the report:

96% or above – Attendance is good

95.9% - 84.9% - Attendance is being monitored (contact with parents at 90% threshold)

85% or less – Attendance is a serious concern

In line with this policy, we will be contacting parents and carers when their child's attendance falls below 90%. We recognise that children cannot come to school when they are ill or when they have appointments. Whilst these absences will be authorised where the school has been informed, they will still be included in the absence percentage. It is also included when a child arrives late after the registers have closed; this is a national system and we are unable to change it. We also understand that there may be other exceptional events which you wish your child to attend. The details of which events are authorised and those that will be unauthorised can be found in the policy.

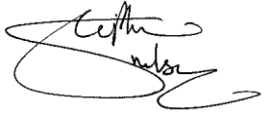
It states in the policy that *'If a child is taken out of school for an unauthorised holiday of 5 days or more in term time or accumulates 5 days or more of unauthorised absences during the school year, the local authority can issue a Penalty Notice in the sum of £60 per parent/carer per child.'* The local authority will now be meeting with each school across the county each term to monitor attendance. We will need to provide them with information regarding individual cases and they will make the decision as to whether a fine will be issued.



Telephone: 0116 284 1500 **Email:** office@rhf.learnat.uk **Web:** redhillfield.com **Twitter:** @redhillfield

Our OFSTED report from March, earlier this year, highlighted attendance as an area for improvement. In line with the policy, we will be contacting parents and carers where attendance is below 90%. We would like to take this opportunity to thank you in advance for your support as we work together to ensure that all children are able to take full advantage of the learning experiences provided for them.

Yours sincerely,



Steve Snelson
Executive Headteacher



Rachel Watts
Head of School



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