

November 2016



Dear Parents/Carers

Pupils who achieve well and progress well, attend well. Good attendance at school has proved to be an important indicator of a child's well being, enthusiasm for learning and enjoyment of new life experiences. We see our strong attendance figures as a sign that the vast majority of our pupils thrive at Springfield.

Your child's attendance to date is provided on each Progress Report. Please take the regular opportunities to discuss this with your child so that any concerns – medical or otherwise – can be addressed as early as possible. Similarly, good attendance can be acknowledged and praised by both home and school.

We appreciate the support of parents in having high expectations of their children – in attendance, as well as in other important elements of a successful school career: doing their best, building happy and respectful relationships, participation in school activities, wearing the correct uniform, for example.

The information shown on the accompanying grid are based, therefore, on our belief that good attendance at school is crucial to success as well as the direction and guidance we receive from the Department for Education (DFE) and Local Authority (LA).

Leave of Absence

The Department for Education has instructed head teachers to authorise term time absence in very exceptional circumstances only. Such circumstances would not include surprise holidays, celebrations booked by other family members or activities that realistically could be scheduled in holiday time. The head teacher will look at your child's attendance record when making a decision.

Persistent Absentees

The Department for Education will classify a child as a Persistent Absentee if his/her attendance drops to 90% and below. This is recorded by the LA and the DFE and reported to governors. You will be contacted by the school if your child's attendance slips to 95% in order to alert you and provide early support in order to secure improvement.

How can we help?

Parents are legally responsible for their child's attendance at school. However, the school is experienced in all matters relating to attendance and we are happy to listen, advise and support you to meet that responsibility.

Contacts

Do contact us: communication is vital and we will respond swiftly and positively to your call:

- Mrs Justo on 023 9238 1185 direct line or 023 9237 9119 Option 1 to report your child's absence
- Your child's tutor or Head of Achievement on 023 9237 9119 to discuss any concerns you have about your child's attendance
- Mrs Loveday, Pastoral Manager, on 023 9237 9119 if you need more specific or urgent support with your child's attendance
- You will also find further information on the school website at www.springfield.uk.net

Yours faithfully

Mr. J. Wilburn
Deputy Headteacher

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