Dear parent / carer

Durham Lane Primary is committed to maximising the achievement of all students. There is a clear link between attendance and academic achievement. Our aim is to promote excellent attendance and punctuality to ensure all students achieve their potential.

**We will be sharing attendance reports during both our parent consultation evenings in October and Spring.**

Please find below a summary of the school’s attendance bands. Take the time to review this with your child and discuss any improvements which can be made.

**• Attendance below 95% - Your child has missed at least 2 weeks of school. This is the equivalent of missing 50 lessons or more and is a serious concern.**

**• Attendance between 95% and 96.9% - Your child has missed approximately 8 days of school, the equivalent of 40 lessons, leaving room for further improvement.**

 **• Attendance at 97% or above – Well done, your child is working towards our school target.**

Ways for parents /carers to encourage high attendance:

 • Check the school website for dates of holidays. Do not take holidays in term time.

• Ensure your child arrives at school by 9am. Arrival after the register closes will result in a recorded absence or lateness.

• Only allow your child to remain at home in response to a genuine illness. Medical evidence may be requested.

• The school should be contacted on each day of your child’s absence by 9.30am.

• Inform the school of any medical appointments. Where possible, please arrange appointments outside of the school day. The school will request that you provide medical appointment cards or letters.

 • Contact the Helen Gregory (attendance lead) if you have any concerns.

If your child’s leave of absence is due to taking part in an approved sporting activity the school requires you to provide documentation from the governing body which confirms the date your child is performing or competing.

Can I remind parents/carers that in accordance with DfE guidelines, the school will not authorise any holiday during term time other than in exceptional circumstances. If a holiday is taken during in term time without the school’s permission, the student’s absence will be recorded as unauthorised and a referral will be made to the Local Authority, which may result in a Fixed Penalty Fine being issued.

Many thanks in advance for your continued support in ensuring that your child is ready for learning at Durham Lane Primary.

Kind regards