



Headteacher: Victoria Buckland  
Deputy Headteachers: Jo Smith and Kris Winthorpe

26<sup>th</sup> September 2023

## Attendance Letter and reminders.

Dear Parents and Carers,

It has been lovely to see all the pupils settle into their new classes over the first few weeks of the new school year.

I am writing to you, at the start of the new academic year to remind you of the importance of good attendance to help your child make good progress in the year ahead. Punctuality and good attendance are so important to help children be happy, settled, benefit from the routines of learning and enjoy the consistency they get from every day in school that is key to the good learning outcomes of which they are capable.

Our systems for managing attendance continue to work well. I am pleased to report that our overall pupil attendance was above the national average. This year we will continue to work closely with the Local Authority and the Team Educational Welfare Service to monitor attendance. This will continue to enable us to ensure that we work to support families with genuine reasons for the absence for their pupils, for example, health related. Ms Walton (Team EWS), my colleagues and I will also continue to work and meet with families to help improve the attendance of any pupil whose attendance and/ or punctuality have become a concern.

We regularly monitor attendance and we do expect pupils to come to school every day they are possibly able to do so. We understand there may be genuine and unavoidable illness and, understand when it has been difficult for a child to attend school. However, where attendance drops below certain thresholds we begin to monitor more closely and take action to ensure it improves. We may send letters out if your child's attendance drops below 95% as we feel that it is important to keep our parents informed of these thresholds.

If a child's attendance falls below 90%, then this is a significantly concerning threshold and is termed as **Persistent Absence**. At this threshold we may issue a Cause for Concern letter. If, after receipt of a Cause for Concern letter, attendance does not improve we may invite you to an attendance panel meeting to discuss what can be done to help secure improvements in attendance. This may include developing a parenting contract with the intention of working more closely with you to help improve your child/ children's school attendance. If, after all of the above, improvements are still not evident we may make a referral to Early Help, Children's Social Care or issue a Fixed Penalty Fine.

## Zero-tolerance approach to requests for holidays in school time.

It is important to be clear, that in line with Government and Trust guidance and the law, the school is required to not authorise parental requests for holidays and pupil leave within the school term and report these to the Local Authority who will issue a Penalty Notice. These Penalty Notice Fines can be expensive and, regrettably, over 30 were issued in just the last academic year. Very rarely, the school is able to take the decision to not proceed with the issuing of a penalty notice, but these circumstances must be genuinely exceptional, and the case made in

writing and/ or in person usually to myself. Tel: (01202) 514109 / 512813 e-mail:  
[office@hillview.bournemouth.sch.uk](mailto:office@hillview.bournemouth.sch.uk) website: <http://www.hillviewprimary.co.uk>

If you have any questions about any aspect of this, please do not hesitate to contact or make an appointment to see me. Our priority, in the first instance, is always to seek to work with you to support your child's attendance at school.

I wish your child and you a happy, healthy and full year and look forward to working with you to help achieve this.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'U Buckland', with a stylized flourish at the end.

Miss Buckland  
Headteacher