



Lytchett Matravers Primary School

Wareham Road Lytchett Matravers
Poole Dorset BH16 6DY

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Headteacher: Mr S France B.A. Hons.

SCHOOL ATTENDANCE

Dear Parents/Guardians,

It is essential that children and young people form good habits of regular attendance at school from an early age and that good attendance is maintained throughout their school career. Lytchett Matravers Primary School is committed to working with you to ensure there is a consistent approach to school attendance. It is a legal requirement that all children should attend their educational provision and it is the parents' /guardians' responsibility to ensure that their children attend school.

If a child has an attendance level of 90% they will have missed one day a fortnight in school. Over a school year this will represent four weeks of absence. If this level of absence was maintained for a five-year period, it would mean half a school year in total missed.

Lytchett Matravers Primary School and its Governing Body have agreed the following:

- It is important that pupils are in school on time. Time keeping is not only important in obtaining maximum benefit from education it is also a key skill for adult life. Lateness is monitored by the school and contributes towards absence rates.
- Lytchett Matravers Primary School will monitor the attendance of our pupils and work closely with Dorset County Council's School Attendance Service to support children whose attendance levels are causing concern.
- Whilst we understand that children do become ill on occasions, children who lose a lot of time at school can suffer in the long term from significant gaps in their learning. If a child's health continues to affect their education, schools are obliged to make a referral to School Health to ensure appropriate medical advice and support is provided.
- Lytchett Matravers Primary School will not grant any leave of absence during term time, except in exceptional circumstances. In exceptional circumstances, as decided by the Headteacher, parents/guardians may be given permission to take their child/children out of school during term time. An application must be submitted in advance of the absence and the Headteacher's decision is final.
- In line with Local Authority policy, parents/guardians who take their child out of school in term time for the purposes of a holiday will be fined £60, if the days missed equate to or exceeds 5 full days (or 10 half days) in the course of a single year. Both of the child's parents/guardians will receive the £60 fine. Where families contain more than one poorly attending pupil multiple fines may be issued. The Headteacher will use discretion regarding who receives a fine where families include step-parents or where a parent who is separated from their spouse takes a child on holiday without agreement of the partner.

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We are aware this is a change to current practice at Lytchett Matravers Primary School, but as our attendance rates continue to be lower than the national average we see no other option than to now implement the issuing of fines. This practice will come into action at the start of the next financial year; April 6th 2018. Parents/guardians of any child missing during term time for holiday purposes from this date onwards will be subject to the £60 fine. For more information regarding Dorset County Council's policy please go to their website www.dorsetforyou.gov.uk and search for their 'School holidays in term time' section.

On behalf of the governing body,

Kristine
Knudsen

Chair of Governors

