



CHARMOUTH PRIMARY SCHOOL

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Dear Parents and Carers

Information for all parents and carers on the importance of attendance and the attendance process.

I am writing to you to explain the attendance process that our school and other local schools are following. The school's attendance policy is in line with Dorset Local Authority's guidelines and you will find a full copy of the School's Attendance Policy attached to this letter.

You will be aware of the importance of good school attendance in improving a young person's chance of success in life and establishing positive attitudes to life-long learning. There is clear evidence of the link between poor attendance at school and low levels of achievement. Of pupils who have less than 90% attendance, only 35% achieve five or more GCSEs at A * to C including Maths and English, but 73% of pupils who have attendance of 95% or more will achieve these results. 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 were maintained for a five year period it would mean half a school year would have been missed.

Charmouth Primary School and the Lyme Regis Pyramid Group of schools are determined to ensure that all our pupils have the opportunity to achieve success and part of achieving that success is for every child to have an excellent record of attendance. Where there is cause for concern you will be contacted and attendance closely monitored. If attendance does not improve sufficiently, you will be invited to an Attendance Meeting. This meeting is an opportunity for the school, family and a representative from DCC's School Attendance Service to meet together to discuss why your child has such a high absence rate and seek solutions to any problems.¹ Our school, with the Local Authority and the Lyme Regis pyramid group of schools are committed to ensuring the best for all our learners and our wish is to work together with parents and carers to support children and families. All schools are working hard to promote good attendance and have common systems in place to work with families when attendance drops below an acceptable level.

As many of you know, attendance is tracked regularly and there is now a greater expectation on schools to ensure that children are safe if absent from school. If children are absent from school, parents/carers need to contact the school on a daily basis and also put the reasons for absence in writing on the child's return to school.

The attendance process is designed to identify poor attendees quickly and address the issues that are affecting their attendance. When attendance improves, monitoring will continue and, if it falls, the Attendance Process will be resumed. All schools hope that the Attendance Meeting will not be needed and that all pupils will have a good record of attendance, are happy and successful, and benefit from their time in school.

Yours sincerely,

Headteacher

¹ Parents should note that the Meeting can recommend several outcomes. These can include: a further period of close monitoring with specified targets for attendance, issuing a £60 Penalty Notice, a Parenting Order, or seeking prosecution which could result in a fine of up to £2,500.