**Saighton Church of England Primary School & Pre-School**

**Saighton Lane, Saighton, Chester, CH3 6EG**

**‘Flourishing Together. Life in all its fullness’**



**Headteacher: Mrs Sue Dawson Tel: 01244 335822**

[www.saightoncofeprimaryschool.co.uk](http://www.saightoncofeprimaryschool.co.uk) [admin@saighton.cheshire.sch.uk](mailto:admin@saighton.cheshire.sch.uk)

September 2023

Dear Parents / Carers

**Attendance**

We all know good attendance, when registered at school, is essential for pupils’ learning and attainment and opens up more opportunities for their future. Facts that are known are:

* A child who is absent a day of school per week misses an equivalent of two years of their school life.
* 90% of young people with absence rates below 85% fail to achieve five or more good grades of GCSE and around one third achieve no GCSEs at all.
* Poor examination results limit young people’s options and poor attendance suggests to colleges and employers that these students are unreliable.
* Poor school attendance is also closely associated with crime, a quarter of school age offenders have truanted repeatedly.
* At least 1 million children take at least one half day off a year without permission.
* 7.5 million school days are missed each year through unauthorised absence.

Absence at any stage leads to gaps in pupils’ learning. This in turn can:

* Mean that they fall behind in work
* Affect their motivation
* Affect their enjoyment of learning
* Lead to poor behaviour
* Affect their desire to attend school regularly
* Affect their confidence in school
* Mean they miss out on the social life of school and extra-curricular opportunities and experiences
* Affect their ability to make or keep positive friendships

**Absence from School**

It is the parent’s responsibility to inform school of any absence and the reason for it. You could be at risk of a FPN if you child has had 10 consecutive sessions of unauthorised absences (equivalent to 5 days) or more and if you have not provided a valid reason or proof. In some cases, a whole week’s absence is not necessary and could lead to a Fixed Penalty Notice (FPN).

You can inform the school office of your child’s absence by 9.10 am using any of the following methods:

1. By phoning 01244 335822 and selecting Option 1 to leave a message on the absence line. Please leave your child’s name, class and the specific nature of his/her symptoms or illness. Please note that merely saying ‘tired’, ‘unwell’ or ‘under the weather ’is not sufficient information and the absence will not be authorised.

2. By using the ‘Absence Tab’ in ParentMail, again providing your child’s name, class and specific symptoms.

3. By email to [admin@saighton.cheshire.sch.uk](mailto:admin@saighton.cheshire.sch.uk). Please do not email class teachers about an absence.

If the school office has not received an absence notification by 9.20 am, an attempt

will be made to contact parents by phone in the first instance and then by email.

**Authorised Absences**

The following absences will be authorised:

* Pupil illness (but not illness of parents)
* Medical appointment
* Close family bereavement or funeral
* Leave of absence granted by the Headteacher in exceptional circumstances. A **Leave of Absence Request Form,** which can be found under the ‘Parent Tab’ on the school website, should be completed and submitted to the school office at least 5 days before the proposed absence with details of why the absence is being applied for under exceptional circumstances. The Headteacher will then send a letter explaining if the absence is authorised or unauthorised. Unauthorised absences of 10 sessions (or 5 school days) may result in the issuing of a Fixed Penalty Notice by the local authority.

**Unauthorised Absences**

The following absence will not be authorised:

* Illness of a family member
* Birthday celebrations/outings
* Festivals or other events
* Family holidays
* Visits to relatives
* Leave of absence not authorised as an exceptional circumstance

Yours sincerely



**Mrs Sue Dawson**

**Headteacher**

**BEd (Hons), NPQH**