

Denton Community Primary School

Kind Resilient Respectful

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Acting Headteacher: Mr Matt Doody

Attendance – every day counts

Dear Parents and Carers,

All the staff and stakeholders at Denton Community Primary School and Nursery recognise that all children have the right to access full time education. A good education helps to give children the best possible start in life. Regular attendance is essential to enable children to take part in all the opportunities available and to develop their full potential. We are committed to working in partnership with our parents/carers who are responsible for ensuring their children access education.

As stated in our [Attendance & Punctuality Policy](#) if your child's attendance falls below 95%, the school will send you a letter so that any support that may be needed can be put in place early before it becomes persistent absence.

Following this procedure, we will continue to contact you if your child's attendance falls below this figure over a given period. We fully understand that children do get poorly and that this has an impact on their attendance but we want to be able to support them to ensure learning loss is minimised. Therefore, if you receive a letter regarding your child's attendance, please be reassured that it is not necessarily saying your child has had absence unauthorised, it is just following the East Sussex attendance procedure as it would be in any maintained primary school.



Procedure for reporting your child's absence

If your child is absent you must:

- Contact us before 8.50am (start of the school day) on every day of absence (unless a medical professional has given advice to take a specified number of days absence from school)
- Provide medical evidence if the reason for the absence is sickness and it is likely that the absence will continue for **more than a week**

If your child is absent we will:

- Text or telephone you on each day of absence if we have not heard from you
- Inform you with a letter if your child's attendance falls below 95%
- Invite you in to discuss the situation if a period of absence persists or absences are regular
- Refer the matter to East Sussex Attendance Support Service if the situation does not improve

Holiday Requests

We have started to receive a number of *Withdrawal from Learning Applications* for holidays during term time. Please be aware that term time holidays **cannot be authorised by the school and may result in a penalty notice from the local authority.**

Government guidance states:

We know holidays are cheaper in term time. However Government guidance means that Head Teachers are no longer able to authorise any requests for children to be taken out of school unless there are exceptional circumstances. Family holidays do not fall into this category. Even if you did not book the holiday or go on the holiday both parents receive a separate penalty notice.

Further details can be found here:

[Government guidance](#)

[East Sussex County Council guidance](#)

If you have any further questions regarding attendance, please do not hesitate to contact a member of the attendance team for clarification.

Best wishes

Matt Doody

Acting Headteacher

Tania Buss

Pastoral Leader

Helen Vidler

School Secretary