Dear Parents/Legal Guardians, 14th October 2016

Prior to our Autumn Term visit from the Educational Welfare Officer (EWO), we are looking to remind you of good attendance and punctuality.

While we do this please can you note the following points:-

**Lateness**

Registers are taken, Reception & KS 1 at 9.00amand KS2 at 8.45am. We have been advised that any children arriving after 9.00ammust enter school through the main entrance and sign a Late Book, stating time of arrival and reason for lateness. This book is available from the School Office.

Registers then and any child arriving after this time will have an unauthorised absence recorded against their name.

**Holidays**

Please note in line with Northumberland County Council Guidelines we do not authorize holidays in term time.

**Absence**

When a child is absent, parents must contact the school before 9.00a.m. to advise us of the absence and reason for absence. (Although this is not applicable in nursery, we see this as good practice which we expect to continue throughout the school).

The initial telephone call must be followed up with a written letter from parents, using the school Absence Return Form. Forms are available from school, and also from the school website, to complete and return to us. We are required by law to log the reasons for each absence, and if we do not receive written confirmation when your child returns to school, an unauthorised absence will be recorded against your child’s name in the register.

Following our Governing Body meeting this week , our Education Welfare Officer has requested that we monitor registers more rigorously every half term due to our very low attendance figures, and we now are required to inform parents of low attendance, which is classed as 95% or less, through a formal letter from school. Where there are cases of children consistently under achieving an attendance of 95% or less, we are obliged to involve the Education Welfare Officer.

There are some helpful leaflets/information which I have enclosed for you, on attendance and its effect on your child’s learning.

Many thanks for your co-operation in this matter.

Mrs Belinda Athey

Headteacher