



22<sup>nd</sup> September 2015

Dear Parent/Carer

**Re: Attendance at Campion School**

I am writing to remind you about the importance of good attendance and punctuality. It may be useful for you to know what attendance figures mean for your child:

98% - 100%	=	Excellent
96% - 98%	=	Good
94% - 96%	=	Average
92% - 94%	=	Below Average/Low
90% - 92%	=	Very Low
85% - 90%	=	Exceptionally Low
90% and below	=	Persistent Absentee

Mrs Selena Robinson-Bailey has been appointed as our new Parent Support Advisor/Education Welfare as of January 2014 and she will be working alongside parents, students, teaching staff and other professionals to secure the highest possible attendance for all students in both primary feeders and Campion School.

As part of the Campion School improvement Plan we have set a whole school attendance target of 96%. In order for this aspirational target to be achieved staff/students and parents need to work together. Communication is vital so if issues have occurred preventing your child from enjoying and wanting to come to school please contact a member of staff who will direct you to the right avenues to help resolve any issues.

If your child's attendance falls below 96% the attendance officer will monitor your child's attendance. A letter will be sent home informing you. It should be remembered that 90% attendance is the equivalent of 1 school day missed every 2 weeks. If attendance falls to 90% this may trigger a parent contract and a possible referral to the local authority when further action can be taken resulting in a possible court case or fine. I hope you will support us in maintaining good attendance by booking medical and dental appointments and shopping trips either in the school holidays, after 3.05pm or at weekends.

If your child has periods of absence and their attendance is below 90% medical evidence may be required if there is no long term condition recorded on the school medical register. If your child does have a medical condition that may affect their attendance please inform the medical officer Debbie Edwards.





We will also, of course, be rewarding those students whose attendance is good or better. Further details regarding these rewards will shortly be available on the attendance page of the school website. You will also be able to find further information about attendance and the reporting of absences at this location.

### **Term Time Holidays and Penalty Notices**

New regulations from the Department for Education regarding term time holidays came into force on September 1<sup>st</sup> 2013. In summary, Head teachers may not grant any leave of absence during term-time except for exceptional circumstances. The new regulations remove any reference to family holidays, extended leave and the statutory threshold of ten school days. I have copied the DFE regulations below for your information and urgent attention. Please take the time to read these as they may have a serious impact upon parents who choose to remove their children from school during term time for holidays.

#### ***The Education (Pupil Registration) (England) Regulations 2006***

*Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. These amendments, as described below, will come into force on 1 September 2013.*

*The Education (Pupil Registration) (England) Regulations 2006 currently allow Head teachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten school days leave per year. Head teachers can also grant extended leave for more than ten school days in exceptional circumstances.*

*Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted.*

#### ***The Education (Penalty Notices) (England) Regulations 2007***

*Amendments have been made to the 2007 Regulations in the Education (Penalty Notices) (England) (Amendment) Regulations 2013. These amendments, as described below, will come into force on 1 September 2013.*





Success through respect, skills, learning and achievement

Bugbrooke, Northampton NN7 3QG

# CAMPION SCHOOL

LANGUAGE COLLEGE • NORTHAMPTONSHIRE

T: 01604 833900

F: 01604 833906

csoffice@campion.northants.sch.uk

www.campion.northants.sch.uk

Headteacher: Mrs Claire Whitmore

*The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion.*

*Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.*

If you wish to know your child's attendance figure or discuss anything related to attendance and punctuality, please ring the School Attendance Officer, Mrs Elaine Geddes, on 01604 833900.

Yours sincerely

Mr Steve King  
Assistance Head Teacher

Mrs Selena Robinson-Bailey  
Parental Support Advisor

