



THE  
**GARIBALDI**  
SCHOOL

1<sup>st</sup> October 2018

Dear Parents/Carers

As a school we are on a continuous journey to raise standards and expectations. The new uniform is one component of this journey and attendance is another.

We recognise the efforts that students, staff and parents make in improving levels of attendance. Studies have shown that students who have an attendance level over 96% are highly likely to achieve their full potential. Students who have attendance under 90% are highly unlikely to achieve their potential, often dropping a grade from their targets in GCSEs.

In order for our students to achieve their full potential we would like to remind you about some important points regarding attendance.

Any student with an attendance level less than 90% would be deemed a Persistent Absentee and the Local Authority may choose to take action.

**Persistent Absence**

- Once a child has reached 6 sessions/3 days unauthorised absence over a rolling 6 week period, the school can issue or ask the Local Authority to issue a warning letter. The letter will make it clear that any further absence may result in the issuing of an Educational Fixed Penalty Notice to each parent for each child to whom persistent absence applies.
- The duration of the warning letter will be 12 weeks from issue and the school will take the lead in monitoring this.
- If the unauthorised absence rises to 10 sessions/5 days over a rolling 6 week period then the school can issue or ask the Local Authority to issue Educational Fixed Penalty Notices to the parents.

If a student is classified as a Persistent Absentee the Local Authority will consider what services or measures may be required to prevent or reduce further unauthorised absence.

**Holidays during School Term Time/Leave of Absence**

- If the school has evidence that a parent has removed a child from school for the purposes of a holiday during term time without authorisation and the level of absence is above 6 sessions/3 days in total over a rolling 6 week period then the school can issue or request the Local Authority to issue an Educational Fixed Penalty Notice to the parents.

We thank you for your continued support in not removing your children from education for a holiday.

All absences, whether authorised or unauthorised, count towards persistent absence but action by the Local Authority can only be taken on unauthorised absence. Therefore, I would like to take this opportunity to remind you of some aspects of our attendance procedures which may allow us to authorise any unavoidable absences and help safeguard our students.

- ❖ Please contact the school by 9.30am on the first day of any absence.
- ❖ Medical appointments should be made outside of school time where possible, however, if this is not possible please inform the school in advance by submitting a copy of the appointment slip/letter in order for the absence to be authorised. Medical appointments do not normally take a full day so the student should only be absent for the length of the appointment signing in/out at Student Reception. Medical evidence such as an appointment card, back of a prescription or the medication packet should be provided for absences over 4 days. Students prescribed antibiotic medication can return to school whilst still taking it, bringing the medication to school if it is a 4 times daily dose. Please contact Charlie Azemia if this is the case.
- ❖ Requests for Leave of Absence need to be completed 4 weeks in advance with completion of a LOA form which can be collected from Student Reception or downloaded from the school website.
- ❖ Any student arriving late due to a morning appointment must sign in at the SWAT Office. Please ensure that the school is aware prior to the appointment by submitting the appointment card/letter. This will ensure that the student does not receive a detention for arriving late to school (see below).
- ❖ Each morning a warning bell rings at 8.35am, students should start to make their way to Mentor Base. The gate is locked at 8.40am prompt, if a student arrives after this time they will receive a same day break time detention.

Attendance is the foundation for every child's success; working together I am confident that we can help them achieve well now and in the future.

Yours faithfully

*R Hawley*

Mr R L Hawley  
Head Teacher