



St. Anne's C.E. (VC) Primary School

"Together with God, Making Learning a Life Long Friend"

We aspire to be guided in all that we do by our inclusive Christian ethos. We are enthusiastic about life-long learning and share wisdom in serving each other and our world. We encourage all to live lives of hope and aspiration, inspired through acquiring new skills and attributes. Dignity and respect are at the heart of our school.

18th January, 2024

FOR THE ATTENTION OF THE PERSON WITH PARENTAL RESPONSIBILITY

RE ; ATTENDANCE

We are writing to remind you that we are working in full partnership with Staffordshire County Council's Education Welfare Service to help maintain regular school attendance of our students. This will mean that an Education Welfare Officer from the Local Authority will be regularly visiting our school and reviewing individual student attendance. Our school will also be communicating any significant attendance concern on a regular basis to ensure that that we can support your child to receive a suitable education.

Following guidance from the Local Authority (Staffordshire County Council), it is our school's expectation that all pupils have an attendance percentage of above; 96%. Absences that occur due to a medical reason will only be authorised once appropriate medical evidence has been provided.

Under section 7 of the Education Act 1996, the parent(s) of every child of compulsory school age is responsible for making sure that they receive a suitable education. The definition of a parent (or parents) is the adult (or adults) who have (has) a significant input to a child's life and who is known to have responsibility for that child. The Local Authority has the responsibility for pursuing statutory action against parents for failing to ensure their child receives a suitable education.

As a school we expect the following from our pupils & parents in terms of attendance;

1. Telephone the absence line for your child's year group, on EACH day of absence. Leave a message with: child's name, reason for absence, your name and telephone number.
2. Inform your child's school of any planned medical absences in advance.

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3. Try to make all medical appointments (doctors, dentist and hospital) out of school time. Obviously, this may not always be possible so, in such cases, try to secure an appointment around the legal registration periods, as defined by school.
4. Put all requests for leave in writing and submit this to the school office in advance.
5. Encourage your child to take responsibility for being on time for school.

As a school we are committed to supporting our families. We want to work with you to explore what we can offer and resolve any issues that may impact on your child's right to receive a suitable education. If you are concerned that there is something that is preventing your child from attending school regularly or they are experiencing any difficulties, please do not hesitate to contact us.

From our experience, that by working closely with Staffordshire County Council's Education Welfare Service, we can ensure that all our students are able to reach their full potential through regular school attendance

Yours sincerely,



Mr. E. Hobson
Headteacher

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