

**“Everyone matters; everyone is important”**

**shbrook** School

The High Street, Two Mile Ash Milton Keynes, MK8 8NA

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E-mail: [office@ashbrookschool.net](mailto:office@ashbrookschool.net) *Executive HeadTeacher: Mrs Kelly Cursley*

*Head of School: Miss Roxanne Jackson*

Dear Parents

**ATTENDANCE**

Regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities. OFSTED state overall attendance should be no lower than 96%.

In law an offence occurs if a parent/carer fails to secure a child’s attendance at a school at which they are a registered pupil and that absence is not authorised by the school. Absences other than illness can only be authorised under exceptional circumstances.

If you have booked or are thinking of booking a holiday during term time or plan to keep your child from school for any reason other than the child’s illness please consider the following guidance:

The issuing of a Fixed Penalty Notice is considered appropriate in the following circumstances:

* The child has been recorded as absent from school for 5 days or more for unauthorised reasons in any 12 week period (approximately one term).

These DO NOT have to be consecutive.

* Persistent late arrival at school after the register has closed.

(The definition of persistent lateness is arriving at school after 9.00 when registers close.)

* Persistent absence for sickness unless supported by GP or other medical notes. (The definition of persistent is attendance under 90%)

Fixed Penalty Notices are £60 per child and £60 per accompanying adult, payable within 21 days, rising to £120 if paid after 21 days but within 28 days. Your details will be passed onto the Senior Attendance Officer at Milton Keynes Council who will continue with prosecutions on the School’s behalf. No fines paid will benefit the school.



In school we review your child’s attendance regularly. At the end of every week we look at the cumulative attendance of every pupil in school and should your child’s attendance fall below 90% they will be added to our concerns list and you will be sent a letter highlighting the need to improve your child’s attendance. Should your child’s attendance not rise above 90% in a 4 week period of attendance watch or, should the figure continue to drop without extenuating circumstances, you will be asked to come into school for a meeting to discuss why attendance is important and how we can support you in getting your child’s attendance back up to the desired percentage. If attendance still does not improve your details will be passed onto Milton Keynes Council who will pursue a Fixed Penalty Notice.

On a positive note we do celebrate good and excellent attendance in school. Every Friday the class with the overall highest attendance for the week are rewarded with 5 extra minutes of playtime, which the children love! We talk about the class attendance figures during our Friday assembly. You can check the whole school’s attendance figure on a weekly basis by visiting our school website.

If you have any queries or worries about this or your child’s attendance at school please do not hesitate to contact me.

Yours Sincerely

Miss Roxanne Jackson

Head of School