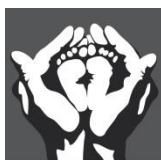


THE RALEIGH FEDERATION

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14th June 2019

School Attendance

Dear Parents/Carers

I am writing this letter to you about attendance to provide you with a clear outline about absence procedures and the School and Local Authority responses to poor pupil attendance. The Governors have made it clear that they will support the Headteacher and Education Welfare Service in promoting high levels of attendance and taking action where there are unsatisfactory reasons for absence.

The attached flowchart will clarify what is classified as an authorised and unauthorised absence. The DfE provides guidance for all schools to adhere to and Devon County Council monitor attendance and support schools in addressing poor levels of attendance.

The Federation works closely with our Education Welfare Officer, Nicky Archard, who has helped support the schools since I started in January.

Starting in September 2019 the schools will be issuing Penalty Notices for parents who take their children on holiday during term time. More information regarding this will be sent out before the end of term.

On the flow-chart you can see how many absences will trigger a letter about your child's absence. The attendance letters are a set format and will be sent home if a trigger point is reached.

I am already starting to see an improvement in attendance since I started so I would like to thank all parents in supporting the school with this. I have no doubt that by working together we will increase the attendance rates in our Federation.

If you have any questions do not hesitate to come and see me or call in to the school office where the administrators can help clarify any attendance queries.

Yours sincerely,

Peter Halford

Acting Executive Headteacher