



Bentham Community
Primary School

Bentham C P School
Low Bentham Road
Bentham
Lancaster
LA2 7BP

Headteacher: Mrs C A Pearson
Tel & Fax: 015242 61412

8th February 2019

Dear Parents

I felt it timely to write to all parents outlining details about punctuality and attendance regulations that we follow at Bentham Community Primary School. These regulations are determined not only at school but at a local and national level. All schools are obliged to record, monitor and report on attendance.

It is policy that parents must be notified by school if their child's attendance falls below 95%. At our school parents/carers are notified by letter. This letter is sent to alert parents/carers of their child's attendance level so that, if support is needed to help improve attendance, it can be given. 95% attendance may sound high, but it is, in fact, a concern. Please refer to the graphs over the page.

Attendance that dips below 90% is considered to be a **persistent absence**. This can be more of an issue. Again, at our school, a letter is sent to parents/carers informing them of attendance concerns, and inviting them into school to discuss the reasons for the absence(s). This is so that help and support can be offered to help improve a child's attendance at school. Where a parent/carer does not attend an arranged meeting, advice from the Local Authority may then be sought. Here at Bentham C P School, we usually have no more than five children who fall into the **persistent absentee** category, however unfortunately at the present time we have over 20 children. This is VERY worrying.

Attendance that falls below 85% can be considered as a safeguarding issue and involvement from the Prevention Service or Children's Social Care may be requested. Again, parents/carers will be notified of this decision/action. All of the above actions are obligations we have to undertake as stipulated by the Local Authority. Governors at the school also have a responsibility to ensure that these procedures are adhered to.

If you receive a letter detailing your child's attendance, it has not been sent to cause you upset, to tell you off, or frighten you. The letter has been sent because as a school we are obliged to keep you informed, it is also to offer any help and support if necessary. Usually, we have one or no cases where children's attendance falls below 85%. Currently, we have five children whose attendance is below this percentage. Again, this is VERY worrying.

As a parent/carer you may have already received an attendance letter, or may receive one in the future. The letter will outline the current attendance level of your child(ren). Please be reassured we are here to support you, but at the same time we must also fulfil our legal responsibilities. Once again, if you have any questions or concerns, please do not hesitate to contact the school to make an appointment to see me, catch me in the playground or make a telephone call.

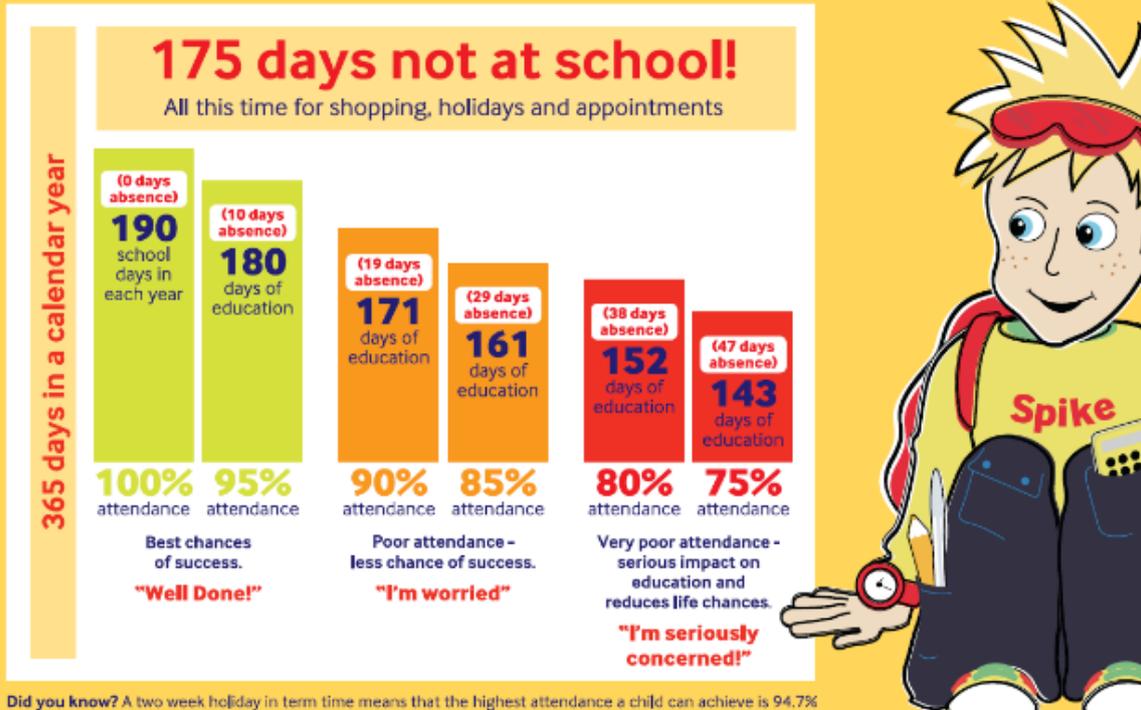
Yours sincerely

Mrs C Pearson
Headteacher



Good attendance means...

being in school at least 95% of the time or 180 to 190 days



Good time keeping means...

...making sure your child is at school and ready to learn, before the school bell rings!

Did you know? - being 15 minutes late each day is the same as missing two weeks of school!



Every Schoolday Counts

but every minute is equally important!

* Over one full academic year



