



# BEACON PRIMARY ACADEMY

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Dear Parents and Carers,

I would like to welcome and introduce myself to you, I will be working as the Pupil Engagement lead with a focus on attendance here at Beacon Primary Academy. As you will be aware here at Beacon Primary Academy, attendance is a key priority. We want to work together with parents and carers to ensure excellent attendance and punctuality for every child in school. Our aim is to ensure all children, where possible, achieve a minimum attendance level of 97%. With this aim, I will now be working with you should your child's attendance fall short of what we would expect. This will be in the way of letters being sent home, face to face contact and home visits where we feel this is necessary. First and foremost, I will be looking at ways in which we can support families with getting children in school if there are underlying reasons as to why they are not attending on a regular basis. Attached to this letter, is a parent friendly copy of our attendance policy, which details what we expect and when we will be in touch with you, regarding your child's attendance.

You, as parents and carers, have a legal obligation to ensure your child attends school on a regular basis. Failure to do so is an offence and can lead to penalty notices and or prosecution. We are all here to try and ensure this doesn't happen.

So, what can we do to help increase children's attendance and prevent further action being taken?

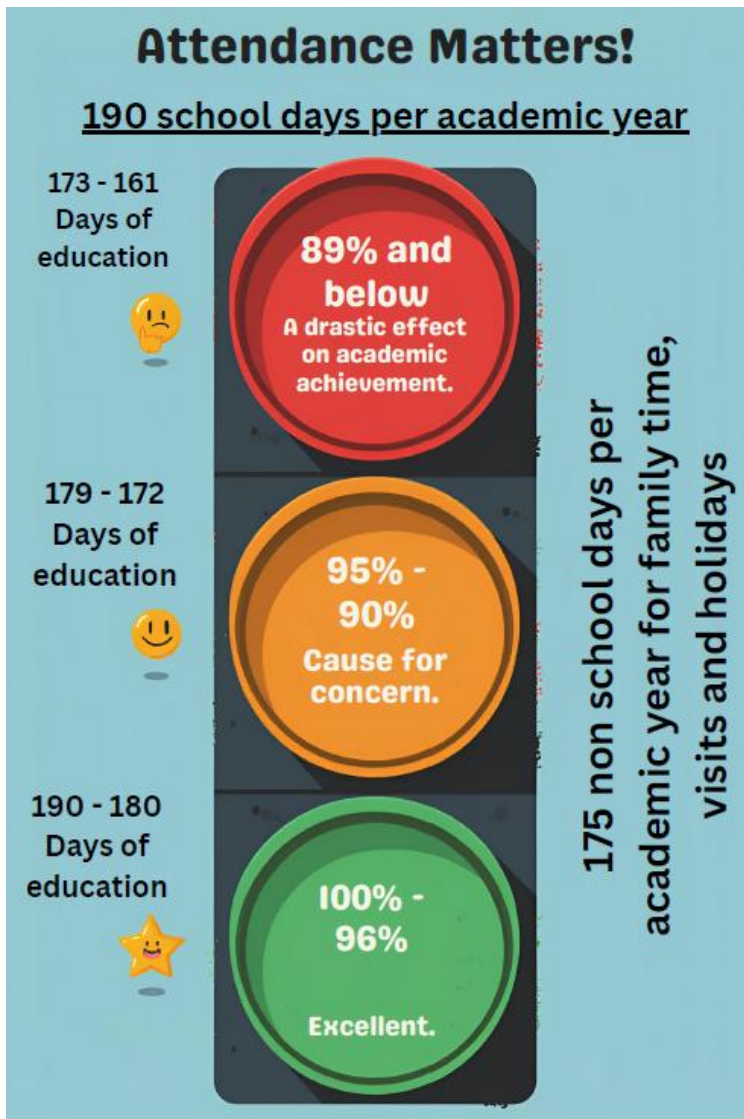
Things you can do to help improve your child's attendance:

- Ensure they are in school and on time wherever possible, this includes when a child has a minor ailment such as a cough, cold and generally being under the weather.
- If your child is absent from school due to illness or unforeseen circumstances, please notify the office before 9.00am (where possible) and advise on what the illness is and what action you are taking (i.e. doc appointment).
- Do not take your child out of school for a term time holiday (these are subject to penalty notices and will be recorded as unauthorised).

Things we as a school do to ensure attendance is improved:

- Monitor attendance on a weekly basis and notify you at the earliest opportunity when attendance is starting to cause concern.
- Contact parents/carers via letter when certain thresholds are reached, to discuss any concerns we, or you, may have around your child's attendance. If attendance is causing particular concern, we may look to support and seek outside help to manage your child's attendance.
- We run attendance incentives, for classes and individuals to ensure good attendance throughout the year.

For a child to reach their full potential they need to be attending school on a regular basis and this is highlighted in the table below.



If you have any questions or require any support, please get in touch.

Kind regards

Mrs S Sowden