



Hoylake Holy Trinity CE Primary School

'Learning For Life, Caring For All, Living Each Day To The Full, Together As A Community, with Jesus by our side.'



Attendance

29th November 2023

Dear Parents/Carers,

I am writing to provide some information on our school procedures for monitoring and managing attendance in school. For you as parents, and for us as a school, children's welfare and education are of paramount importance. At Hoylake Holy Trinity, we believe that one of the ways to achieve success and fulfilment is regular attendance and punctuality throughout the school year. Attendance overall is very good in our school and I thank you for supporting us in ensuring that children have good and regular attendance.

Schools are asked to follow guidance from the DfE entitled [Working Together to Improve School Attendance](#) which puts a greater onus on schools to reduce absence as far as possible. You can read a summary of the expectations for parents, schools and local authorities in [this document](#). There is also an expectation that schools do all that they reasonably can to ensure high levels of attendance for all pupils.

Monitoring attendance

We closely monitor attendance in school and, where we see attendance falling below 90% (**which is classed by the DfE as being persistently absent**) you will be contacted and invited to a meeting to discuss if we can provide any support. If you are having difficulties getting your child to school, please contact us so we can work together to improve. You may also wish to access the [FamilyToolbox](#) for further support. At this point we are looking to support you in managing any barriers preventing good attendance.

Leave of absence

I appreciate that there are times when parents will need to request a leave of absence for their child(ren). Any request for a leave of absence will only be authorised in **exceptional circumstances** and these must be outlined in writing so that I can consider each request on its own merits. To guide me in determining what is 'exceptional' I use the definition provided to Headteachers by the DfE which is **"rare, short and unavoidable"**. Whilst we always aim to work with parents to ensure the wellbeing of our children and their families, I will be unable to authorise absences outside of exceptional circumstances. Please be advised that any absences outside of the above circumstances will be classed as unauthorised and could be subject to a fine from the local authority. The Local Authority have an expectation that fines are issued to families for term time holidays. Please note that we do reserve the right to issue fines in these circumstances.

Levels of absence in schools will be closely monitored not only at a school level but also by the DfE and the Local Authority. We have a Local Authority Locality Attendance Officer allocated to support our school with attendance. We ask that you engage with us in improving your child's attendance so that we can work in partnership to ensure every child has access to a good education.

As a reminder, we must be provided with a reason for each occasion of absence. Without a reason, an absence is recorded as **unauthorised**. Please contact the school office to report your child's absence. You can do this by calling school and leaving a message on the absence line or reporting it through our ParentApp (select 'content' and 'absence reporting'). Medical and dental appointments should be made outside of school hours and, where this cannot be avoided, we will ask for evidence of the appointment.

Many thanks for your cooperation in this matter.

Yours sincerely,

Mrs Wright
Headteacher