



Parkfield School

Hurn
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Telephone: 01202 208370/07825 988666
Principal: Mr. Ian Golding

6th September 2017

Dear Parents/Carers,

Attendance Expectations for the 2017/18 School Year

Parkfield School is committed to ensuring the best for all our learners and we are working together with Parents and Carers to support children and families. All schools are working hard to promote good attendance and have common systems in place to work with families when attendance drops below an acceptable level.

You will be aware of the importance of good school attendance in improving a young person's chance of success in life and establishing positive attitudes to life-long learning. There is clear evidence of the link between poor attendance at school and low levels of achievement.

For example, if a child has an attendance level of 90% they will have missed one day a fortnight in school. Over a school year this will represent four weeks of absence. If this level of absence were maintained for a five year period, it would mean half a school year would have been missed.

Here at Parkfield School we are determined to ensure that all our students have the opportunity to achieve success and have an excellent record of attendance. **Our expectation is a minimum of 96% attendance.** Where there is cause for concern you will be contacted and attendance monitored. Dorset County Council (DCC) School Attendance Service will be made aware of the school's concerns.

If attendance does not improve sufficiently, you will be invited to attend an Attendance Panel. This meeting is an opportunity for the school, family and a representative from Dorset County Council's School Attendance Service to meet together to discuss why your child has such a high absence rate and seek solutions to any problems.

The Attendance Panel can recommend several outcomes, which can include; a further period of close monitoring with specified targets for attendance; issuing a £60 Penalty Notice; a Parenting Order or seeking prosecution which could result in a fine of up to £2,500.

The attendance process is designed to identify poor attendees quickly and address the issues that are affecting their attendance. When attendance improves, monitoring will continue and, if it falls, the attendance process will be resumed.

All schools hope that the Attendance Panel will not be needed and that all students will have a good record of attendance, are happy and successful and benefit from their time in school.

Yours sincerely,

Mr. Ian Golding
Principal



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ATTENDANCE STATEMENT - September 2017

It is essential that children and young people form good habits of regular attendance at school from an early age and that good attendance is maintained throughout their school career. Parkfield School is committed to working together with Parents/Carers to ensure that there is a consistent approach to school attendance. It is a legal requirement that all children should attend their educational provision and it is the Parents/Carers responsibility to ensure that their children attend school.

Parkfield School has agreed the following:

- Parkfield School will monitor the attendance of our students and work closely with Dorset County Council's School Attendance Service to support children and young people whose attendance levels are causing concern.
- Whilst we understand that children become ill on occasions, children who lose a lot of time at school can suffer in the long term from significant gaps in their learning. If a child's health continues to affect their education, schools are obliged to make a referral to School Health to ensure that appropriate medical advice and support is provided.
- If a child is ill it is the responsibility of the Parents/Carers to ensure that they inform the school by telephone on the absence reporting line before 08.25 am with details of the illness. Parkfield School operates a targeted "First Day Contact" system, which means that if we have not received notification we will contact you by text/telephone to ask why your child is not in school and when they are expected to return.
- No Leave of Absence will be granted during term time, except for exceptional circumstances.
- Should you wish to take your child out of school for any leave of absence, holidays or otherwise, requests will not be routinely granted. It is essential that any requests for leave of absence are submitted to the school's Attendance Manager using the "Application for Student Leave of Absence" form. A decision will be made by the School Leaders and you will be notified of the outcome.
- Any absence which has not been authorised by the school will be recorded as "unauthorised" and this has the potential to impact on your child's overall absence record and could result in legal action.
- It is important that pupils are in school on time. Time keeping is not only important in obtaining maximum benefit from education; it is also a key skill for adult life. Lateness is monitored by the school and contributes to absence rates.
- Routine medical/dental appointments should not be made during the school day/term time.
- In urgent cases, medical evidence of an appointment must be provided to the school.
- Students will not be allowed to leave the school site during school hours without prior notice from the Parents/Carers in writing using the "Application for Student Leave of Absence" form.

Parkfield School is committed to ensuring that every student has the opportunity to thrive and achieve, and recognises that good attendance is central to this.