



Windermere Primary School

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Windermere Avenue
St Albans
AL1 5QP

18th July 2024

Re: Attendance

Dear Parents and Carers,

As a school we recognise the importance of good attendance to support children's learning, progress and social skill development. Our target for attendance is 96%. Many of you will be aware that we contact parents and carers when their child's attendance drops below 90% or when we have other concerns, to discuss how we can help support improvements.

As of 19th August 2024 there will be new statutory guidance from the Department for Education: [Working together to improve school attendance](#). This increases the need for schools to work with the Local Authority, particularly on attendance reporting for those children whose attendance is marked as unauthorised (for any reason including no reason given), or those whose attendance is low due to illness. We must pass names of pupils to the Local Authority who fall into either of the two categories below:

- Persistent Absentee- Attendance lower than 90%
- Severe Absentee- Attendance lower than 50%

It is essential that ALL absences are reported and a reason given, for each day of the absence. If there are no reasons given, then this will be recorded as unauthorised.

The key parts are below for reference:

Paragraph 11 *Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.*

Paragraph 50 *...to facilitate timely collaborative working across partners, all schools are also legally required to share information from their registers with the local authority.*

- *Attendance returns: providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U). Local authorities must agree the frequency that attendance returns are to be provided with all schools in their area. This should be no less frequently than once per calendar month.*
- *Sickness returns: providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has*





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reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness

There are additional change relating to penalty notices which Hertfordshire County Council explain in the attached letter.

Our school Attendance Policy will be refined following the publication of this guidance and will be available when approved by the Governors. This will include updates to penalty notices, particularly in relation to unauthorised holidays and absences the week before or after a half term, Christmas, Easter and summer holiday period.

Thank you for your ongoing support in ensuring your child is in school on a regular basis.

Yours sincerely

Miss S Gilliver

Headteacher

