



Head Teacher: Mrs K Taylor  
Amblecote Primary School  
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Amblecote  
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DY8 4DQ

## Amblecote Primary School

Tel: 01384 818335

March 2019

Dear Parent / Carer

As you are all aware, one of the school's priorities is attendance and punctuality, I wanted to remind you about the attendance system that operates in Dudley. At Amblecote we have to follow the local authority policy and must inform you of the procedures.

**Remember that it is your legal responsibility to ensure that your child attends school.**

- This letter, and future attendance letters, will be sent to **ALL** parents, including separated parents, with parental responsibility (a person named on the birth certificate and not altered by law), and to step parents.
- In future, if your child has 12 sessions (6 days) of **UNAUTHORISED** absences in the previous 6 weeks there will be a referral made to EIS.
- A warning notice will be issued by EIS. If there are any more absences in the next three weeks all parties will receive a fine for non-attendance from EIS. Failure to pay these fines to EIS can lead to court action.
- If your child has 24 sessions (12 days) of **UNAUTHORISED** absence in the previous 6 weeks a Criminal Proceedings case will be opened by EIS.
- School will arrange a meeting with you to offer various forms of help before it gets to this stage.
- EIS has the power to thoroughly investigate all the absences and to make contact with school nurses and doctors if needed.

Obviously we do not want you to send your child to school if they are not well enough to be here.

**YOU MUST LET SCHOOL KNOW WHY YOUR CHILD IS ABSENT BY 9.00am ON THE DAY OF ABSENCE.** This can be done either by ringing school on 01384 818335 (you are able to leave a message on our answer phone) or come into school. Until we have an explanation from you the absence will be marked as "no reason for absence yet provided".

If your child arrived between 9.00 and 9.25 they will be marked as **LATE**.

If your child arrives after 9.25am your child will be given an **UNAUTHORISED** late mark. This will also count as an **UNAUTHORISED** absence. If you are going to be that late, please let school know in advance. Please be aware the number of late marks will impact on your child's overall attendance percentage.

Thanking you in anticipation of your co-operation in this matter

Yours faithfully

Mrs K Taylor

Head teacher

(Please see back of letter)

| Attendance is 96%, 97% 98%, 99% or 100%  | Attendance is 90%, 91%, 92%, 93% 94% or 95%  | Attendance below 89% or less   |
|--|--|--|
| You are doing well   | Please be careful  | We have a problem  |
| Please remember to let school know by 9.00am on the day of absence if your child has any time off. | <p>Please consider the impact of any time off.</p> <p>Please remember to let school know by 9.00am on the day of absence if your child has any time off.</p> <p>If your child sees a doctor and is prescribed medication, please bring the bottle / packet into school when they return.</p> | <p>Your child is classed as a persistent absentee.</p> <p>You must let school know by 9.00am on the day of absence if your child has any time off.</p> <p>You <b>MUST</b> to provide medical evidence for any absences. Any absences for which medical evidence is not provided will be <b>UNAUTHORISED</b>.</p> <p>Please bring in either a copy of the prescription or the medicine bottle / tablet box with the chemist label on when your child returns to school.</p> <p>You do NOT need to produce a doctor's note as there may be a charge for this.</p> <p>For one off sessions a medical appointment card will be sufficient. School can provide a medial card for you to have stamped if this is easier.</p> |

**An absence occurs when your child is not in school, regardless of if it is authorised or unauthorised.**

Examples of authorised absence are:

- illness, with medical evidence if needed
- medical appointments where the whole morning or afternoon is missed, proof of appointment needed
- EID and other religious ceremonies

Examples of **UNAUTHORISED** absences:

- If a parent is ill, it is your responsibility to make arrangements to get your child to school
- holidays
- birthdays
- taking relatives to the airport
- needing to go shopping