



## ST MICHAEL & ALL ANGELS C. E. (FOUNDATION) PRIMARY AND PRE-SCHOOL

Respect. Resilience. Responsibility. Confidence. Co-operation. Compassion.

7 June 2023

Dear Parents/Carers

### **Attendance**

At St Michaels we have excellent support and procedures for pupil attendance. In September the new Department for Education Guidance will be implemented across the country to help maintain high levels of school attendance as well as highlight the roles and responsibilities we all play regarding pupil attendance.

This guidance stipulates responsibilities at each level e.g. families, schools, Governing Bodies and Local Authorities. It also stipulates differing guidance for those with SEND, who classify as persistently low (below 90%). On the following page you will find the expectations for all pupils. Click [here](#) for the link to the main document.

As a school there will be little change as we already implement much of what the guidance stipulates. We just wanted parents to be aware as for some families you may experience some change if your child is absent for a reason, other than the usual illness.

Yours faithfully

*Mrs Berry*

Head Teacher

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## All pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Ensure their child attends every day the school is open except when a statutory reason applies.</p> <p>Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).</p> <p>Only request leave of absence in exceptional circumstances and do so in advance.</p> <p>Book any medical appointments around the school day where possible.</p>	<p>Have a clear school attendance policy on the school website which all staff, pupils and parents understand.</p> <p>Develop and maintain a whole school culture that promotes the benefits of good attendance.</p> <p>Accurately complete admission and attendance registers.</p> <p>Have robust daily processes to follow up absence.</p> <p>Have a dedicated senior leader with overall responsibility for championing and improving attendance.</p>	<p>Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.</p> <p>Ensure school leaders fulfil expectations and statutory duties.</p> <p>Ensure school staff receive training on attendance.</p>	<p>Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.</p> <p>Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.</p> <p>Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.</p> <p>Offer opportunities for all schools in the area to share effective practice.</p>