



St Bartholomew's CE Multi Academy Trust
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St Bartholomew's CE Primary School

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Dear Parents/carers,

I would just like to provide you with some information about attendance levels and how these are monitored at school.

National average attendance figures usually sit at just over 96%. Therefore, if your child's attendance levels are below this, it would be considered below average attendance. We start monitoring in school for any pupil's attendance that drops below 95%. This will mean that we look at the frequency and reasons for absences to determine whether there are reasonable explanations for the level of absence, for example a prolonged illness and/or hospital stay. **Where attendance drops below 90%, this is defined by the Department for Education as persistent absenteeism and we are obliged to respond to this and support families to ensure that their child attends school regularly and on time.**

We then take a graduated response to ensure attendance levels improve. The steps are as follows:

- Letter from school to advise that your child's attendance is below 95%
- A meeting with a member of senior leadership team to share concerns and offer Early Help
- A parenting contract whereby it is recognised that no further absences will be authorised without medical evidence
- Referral to the Educational Welfare Officer.
- Referral for prosecution for failing to ensure your child attends school regularly and on time and possible referral to social services.

We very much appreciate your support in ensuring your children are attending school whenever they are well enough. We recognise that during Covid, and when isolation has been necessary, attendance rates will inevitably have fallen and this has been taken into account. If you are facing any barriers to your child attending school regularly or on time, please contact school to discuss how we can support with this.

Yours sincerely

Rachael Kilmister
Headteacher