



Mapplewell Primary School

Headteacher, Mrs G Padfield
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Attendance Matters

Dear Parents/Carers,

After reviewing our attendance figures over the last term, it has been highlighted that there is an increasing number of children with low attendance. We are bringing this to your attention because any child with below 90% attendance is considered by the Department for Education to be a "persistent absentee".

Although, we appreciate children get ill and at times it is unavoidable to keep your child at home we will moving forward be asking for further information regarding the illness. This can be provided via medical forms, GP communication and a detailed explanation to highlight reason for absence. This will ensure accurate records for attendance are maintained and reasons for authorised absence clarified. If in a case where we feel relevant information is not provided your child may be marked as unauthorised absence. As a parent/carer it is your responsibility to inform school of your child's absence, where this is not sought school staff will conduct home visits to ensure the safety of your child.

To promote, raise awareness and celebrate positive attendance we will be sending out half termly letters highlighting your child's current attendance figures and where appropriate bringing any concerns to your attention.

If attendance is worrying you; you have any questions or would like any support please speak to Mrs Clarke or Mrs Padfield, who will be happy to assist.

We look forward to working with you to improve our attendance in school.

Yours sincerely

Mrs G Padfield
Headteacher

