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[www.st-bartholomews-longnor.org.uk](http://www.st-bartholomews-longnor.org.uk)

30<sup>th</sup> March 2024

Dear St Bartholomew's families,

We are writing to inform you that as of 8<sup>th</sup> April 2024 we will be working in full partnership with Staffordshire County Council's Education Welfare Service to help maintain regular school attendance of our pupils. This will mean that an Education Welfare Officer from the Local Authority will be regularly visiting our school and reviewing individual student attendance. Our school will also be communicating any significant attendance concern on a regular basis to ensure that that we can support your child to receive a suitable education.

Following guidance from the Local Authority (Staffordshire County Council), it is our school's expectation that all pupils have an attendance percentage of above 96%. Absences that occur due to a medical reason will only be authorised once appropriate medical evidence has been provided.

Under section 7 of the Education Act 1996, the parent(s) of every child of compulsory school age is responsible for making sure that they receive a suitable education. The definition of a parent (or parents) is the adult (or adults) who have (has) a significant input to a child's life and who is known to have responsibility for that child. The Local Authority has the responsibility for pursuing statutory action against parents for failing to ensure their child receives a suitable education.

As a school we expect the following from our pupils & parents in terms of attendance;

- Make sure their child attends school on time, every day during term time,
- Call the school to report their child's absence before 8:30am on the first day of the absence and each subsequent day of absence, and advise when they are expected to return,
- Contact school promptly whenever any problem occurs that may keep their child away from school,
- Provide the school with at least two emergency contact numbers for their child,
- Ensure that, where possible, appointments for their child are made outside of the school day,
- Notify the school of any home circumstances that might affect the behaviour and learning of their child,
- Notify school immediately of any changes to contact details.

Our Attendance Policy can be found within the [policies area](#) of the St Bartholomew's Primary School website.

As a school we are committed to supporting our families. We want to work with you to explore what we can offer and resolve any issues that may impact on your child's right to receive a suitable education. If you are concerned that there is something that is preventing your child from attending school regularly or they are experiencing any difficulties, please do not hesitate to contact us.

It is our hope that by working closely with Staffordshire County Council's Education Welfare Service, we can ensure that all our students are able to reach their full potential through regular school attendance.

Yours sincerely

Miss Priestman