



Dear Parents and Carers,

The Department for Education which sets the legal requirements for attendance classifies persistent absence as 10% absence from school while the national expectation for attendance is 96%. You can see in the chart below the impact on attendance of absence.

97% attendance	Approximately 5 days absent from school
95% attendance	Approximately 2 weeks absent from school
90% attendance	Approximately 4 weeks absent from school
85% attendance	Approximately 6 weeks absent from school
80% attendance	Approximately 8 weeks absent from school

- Absences must be reported to the school by telephone
- Occasionally, reasons other than absence may be authorised, please speak to the school office as required.
- We are not allowed to authorise holidays during term time - except under special circumstances and a fix term penalty notice may be issued - the fine does not come to school - it goes to Lincolnshire County Council. The penalty is £60 if paid within 21 days and £120 if paid between 21 and 28 days. This is not something school can choose to disregard - it is the law.
- It is interesting to note that of the 365 days there are in a year, only 190 are school days which leaves 175 days for family holidays and appointments.

We absolutely appreciate that some illness/ circumstances leads to unavoidable absence from school and we would like to reassure you that in these cases school will not take any action. Our attendance data is accessed by the Department for Education on a regular basis in order for them to ascertain the impact of the level of attendance on the education community.

It really is a team effort involving all of the wider school community - parents/carers, students, staff and governors can all help to encourage the best attendance we can achieve.

In school we have an attendance display in the main reception area and a certificate scheme for good/improved attendance both for individual children and their classes.

As ever, we are here to help with attendance if you need us. Either e mail the enquiries@legsby.lincs.sch.uk or contact the school office on 01673 843 268.

Thank you for your support and understanding.

Miss Dabb and Mr Murray