

Our Ref: Attendance1

7 September 2018

Dear Parent/Carer

Good attendance at school is the single most important factor in ensuring that your son/daughter will maximise their learning opportunities. By attending school every day your son/daughter takes an important step in reaching their full potential. Research completed by the Department for Education found that every day missed was associated with a lower attainment outcome at both KS2 and KS4. The more time your son/daughter spends around other children, the more chance they have of making friends and feeling included, boosting their social skills, confidence and self-esteem. Promoting positive school attendance is therefore everyone's responsibility.

You may be aware that school absence in Doncaster is one of the highest in England and schools have been working with Doncaster Council to look at how we can ensure all children attend school as much as possible. Outwood Academy Danum wants your son/daughter to have the education and skills they need to live a happy and fulfilling life. With this in mind Doncaster Council has made two major changes in how it will respond to requests from schools when schools are considering enforcing poor attendance.

### **Unauthorised Leave (Holidays in term time)**

You will be aware that no leave of absence from school for a holiday in term time can be taken without the authorisation of the Principal and should you take your child out of school for a holiday you may be issued with a Penalty Notice. From September 2018 Doncaster Council will continue to issue Education Penalty Notices to each parent for each child they take out of school for a holiday.

### **Irregular Attendance at School**

We may write to you to advise there are concerns with your son/daughter's irregular attendance at school. It is very important that you work closely with us to ensure your son/daughter is able to attend school every day wherever possible. If your son/daughter's attendance is not at the expected level we will offer support to you and your son/daughter to ensure an improvement in attendance is made. However, should the support not have the required improvement in attendance we may send you a penalty notice warning letter. If there are any further unauthorised absences in the following 15 school days we may request Doncaster Council to issue you with an Education Penalty Notice. The penalty notice is a fine of £120 but reduced to £60 if you pay it within 21 days. Doncaster Council will decide if a penalty notice can be issued but may decide to prosecute you instead. Where Doncaster Council decide a prosecution should take place, they will write to you offering you to attend a meeting with an Enforcement Court Officer. Following this meeting the Enforcement Court Officer will decide if a prosecution will take place and a summons will be requested from Doncaster Magistrates Court.

If you are experiencing any difficulty with your son/daughter's attendance, please contact us immediately so we can work together to ensure improvements are made.

Yours faithfully

A handwritten signature in black ink, appearing to be 'J Gaunt', written in a cursive style.

Mrs J Gaunt  
Principal