



# Five Ways Primary School

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Friday 16th September 2022

## Attendance Expectations

Dear Parents,

Following the disruption caused by the pandemic, and in line with the Government's agenda that all pupils receive high quality face-to-face education, we would like to take this opportunity to remind you of our attendance expectations as we start a new academic year.

Working in full partnership with Staffordshire County Council's Education Welfare Service, we strive to maintain regular school attendance of all of our pupils. Moving forward, this will mean that an Education Welfare Officer from the Local Authority will be visiting our school on a regular basis and reviewing individual pupil attendance. As a result of these reviews, we will be communicating with parents on a regular basis if we identify any significant attendance concerns. Our aim in terms of early identification of attendance concerns is to ensure that we work in partnership with you to support your child to receive a high quality education at Five Ways.

Following guidance from the Local Authority (Staffordshire County Council), it is our school's expectation that all pupils have an attendance percentage of 97% or above. A link to our Attendance Policy can be found here: [Five Ways Primary School \(fiveways-primary-school.org.uk\)](http://Five Ways Primary School (fiveways-primary-school.org.uk))

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.

At Five Ways, we expect the following from our pupils and parents in terms of attendance:

- **School to be informed by 9.00am via phone (Tel: 01543 278071) or email on [attendance@fiveways.staffs.sch.uk](mailto:attendance@fiveways.staffs.sch.uk) if your child cannot attend stating the reason why.**
- **Medical, dental and other appointments should be made outside of the school day if possible. Any appointments will be authorised on receipt of evidence.**
- **Leave of absence will NOT be authorised from school without exceptional circumstances. Any leave of absence that is not authorised may result in parents being subject to a Penalty Notice, issued by Staffordshire County Council, in line with their Code of Conduct. Please follow this link for further information: [Code of Conduct Sept 17 Final Version \(fiveways-primary-school.org.uk\)](http://Code of Conduct Sept 17 Final Version (fiveways-primary-school.org.uk))**



- **Children must arrive by 9.00am or they will be given a late mark for the morning session, after 9.15am the register will be marked as an unauthorised absence.**
- **Any pupil whose attendance falls below 85% will be required to provide medical evidence for any illness related absence. If this is not received the absence will be classed as unauthorised.**

As a school, we are committed to supporting our families. We will always endeavour to work in partnership with parents to explore what we can offer to 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 of our pupils are able to reach their full potential through regular school attendance.

Yours sincerely,

Mrs R E Mander  
Headteacher

