



The Littletons School

Mrs Helen Brambani BEd: NPQH – Headteacher

# The Littletons School

A Church of England Voluntary Controlled First School

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18<sup>th</sup> September 2017

Dear Parents/Carers

## Unauthorised absence

The Governing Body is **increasingly concerned** about the level of unauthorised absence due to holidays being taken in term time. This has increased significantly over the last year, with a total of 44 pupils being absent for a combined total of 277 days.

At the Littletons First School we recognise that regular attendance is vitally important as a pupil's absence during term time can seriously disrupt his or her continuity of learning. Not only do pupils miss the teaching or learning experiences provided on the days they are away, they are also less prepared for the lessons building on that after they return. There is therefore a possible risk of underachievement. **Additionally OFSTED look closely at the attendance record and unauthorised absence can be a factor which will adversely affect the schools rating, the school community is rightly proud of our Good rating and we do not wish to risk this being maintained at the current level or even exceeded.**

Unauthorised absence will be closely monitored during this academic year and all instances will be reported to the Education Welfare Officer for further investigation.

The Headteacher, with the support of the Governors, reserves the right to issue a penalty notice in the case of unauthorised absence. This imposes a fine of £60.00 per child if paid within 28 days, rising to £120.00 per child if paid within 42 days.

The Governing Body looks forward to seeing a decrease in the number of holidays being taken in term time over the coming year.

Yours sincerely

Cath Gittins and Tim Ward, Co-chairs, on behalf of the Governing Body.