



13th March 2017

Dear Parents and Carers

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Head Teacher: **Ms V Sengupta**

BA Hons, PGCE, NPGH

School Attendance

As I am sure you are aware, attendance and attainment are very closely linked.

At Upland Primary School we are extremely grateful for the support of all parents and carers who ensure that their children attend school regularly and punctually. This allows our teachers the best possible opportunity to support your children to reach their full potential.

The recommended minimum attendance rate for primary school children is 96%. If pupils have more than 7 days absence from school during the academic year they will not be able to achieve this. We have a strong expectation at Upland Primary School that our pupils aim for 100% attendance so that they have access to all of the learning opportunities we are able to offer them. I am very pleased to note that most of our pupils have excellent attendance and punctuality.

To help us promote regular attendance and punctuality and ensure that absences are kept to an absolute minimum, I am pleased to inform you that Upland Primary School will be working with The South Eastern Attendance Advisory Service (SEAAS) who will provide focused support to improve school attendance.

Working closely with SEAAS, we will continuously monitor and review the attendance of all pupils. If we have concerns about a pupil's attendance level or feel that a pupil's attendance is having a negative impact on their attainment, we will refer the matter to SEAAS who will work with you to improve the attendance.

SEAAS will work with us to address all attendance concerns including lateness and holidays in term time. In cases where attendance does not improve and or parents are not engaging with the process, SEAAS will consider all the legal options available to them including penalty notices and referrals to the Local Authority for prosecution under Sec.444(1) Education Act 1996.

If you have concerns about any issues which may affect your child's attendance or punctuality, please contact us at the school in the usual way or Mr Philip Turner at philipturner@seaas.co.uk, on 0208 150 0082 or on 07794 908 204.

I look forward to your continued support.

Yours sincerely,

Ms V Sengupta
Head Teacher

