

11th January 2018.

Dear Parents,

ATTENDANCE

One of the targets in our School Development Plan is to improve attendance at Bousfield, as this is the one area in which we are not rated “Outstanding” by OFSTED. Our attendance figures have also been flagged up by the Local Authority as requiring improvement. They currently stand at 95%, which is below the national average of 96%. Over the Christmas period attendance was particularly poor.

We would like to remind all parents that non-medical absence must be authorised in advance by the Headteacher. Please refer to our website, where we have set out the school’s procedures and expectations:

School Office ► Attendance

Holidays during term time are not regarded as “exceptional leave” and appointments, other than hospital appointments, should not be made during school time, unless absolutely necessary. Any absence for which we have not been given a reason, will be recorded as “unauthorised”.

Please plan your trips abroad during the Easter holidays or in the summer, and not during term time.

Despite wishing to improve attendance, we do not want children to attend school if they are sick, as this spreads illness. If your child is unwell, please telephone the school by 10.00 a.m. on their first day of absence to inform us of the illness. If your child is unwell for 5 days or more, we will require a doctor’s certificate. We would also like to remind you that, if your child has diarrhoea or is vomiting, they should not attend school for 48 hours following the last episode. If your child has a temperature, they should not be at school.

We will be sending colour-coded letters linked to attendance to draw parents' attention to their child's attendance record. Once again, you will find related information on our website:

School Office ► Attendance ► Attendance & Punctuality

We would be grateful for your co-operation in trying to improve our attendance figures.

Yours sincerely,

Ms. Helen Swain
Headteacher

Ms. Felicity Buchan
Chair of Governors