

5th December 2019

Dear Parents and Carers

The Governors of Ickford school are wholly committed to supporting the Headteacher and staff in achieving an exceptional learning environment for every child, and we know this is fully supported by so many parents and carers.

On reading the latest newsletter and following the Governors having many conversations with Mr Ronane regarding attendance and unauthorised absence, I need to reinforce the policy on attendance. This is laid out in the **Attendance Policy December 2019** published on the school website.

The policy is quite clear about all aspects of attendance and the responsibilities of parents/carers, staff, Headteacher and the role of the local authority.

The County Attendance Team (CAT) acts on behalf of the Local authority and is responsible for the enforcement on matters of attendance. The CAT has an obligation to do this through legal action if necessary, and the school is responsible by law for reporting poor attendance. The CAT has a number of responsibilities one of which is '**to issue penalty notices to parents and carers who fail to ensure proper attendance**'.

The Governing board have not had to take these measures as yet, but it is becoming clear that we may have to resort to this action if unauthorised absence persists. Ickford School has an exceptional learning environment but this becomes harder to maintain if there is any non- authorised absence. It does severely impact on the teaching of other children.

If anyone is unclear about the policy then please discuss this with Mr Ronane.

Jenny Armitstead
Chair of Governors



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