

St Mary's Farnham Royal Church of England Primary School



We aspire to grow as a community through FAITH as a FAMILY.
Thriving for all our FUTURES enabling us to FLOURISH

Monday 31st October 2022

Dear Parents,

As you are aware, good attendance is a vital part of ensuring children are happy and make good progress in their learning.

Since the Covid Pandemic the DFE are looking ever more closely at attendance patterns and have placed greater emphasis on schools to ensure that all pupils are achieving 'good' attendance – this is an attendance percentage of 95% or more.

Absence of below 90%

Means a child has missed at least 4 weeks of a school year

Poor attendance is classed as neglect and becomes a safeguarding issue.

Where a child's attendance falls below 90% we are expected and must show evidence of taking action to prevent children missing so much school.

Step 1	Parents of children whose attendance falls below 90% will be initially notified through an initial concerns letter.
Step 2	If attendance remains below or continues to fall, then a second letter of concern is shared
Step 3	If attendance then still does not improve above 90%, parents are invited to complete a PCM (Parenting Contract Meeting) to put a plan of action in place to improve attendance and to examine what the reasons have been for attendance to fall consistently.
Step 4	Further formal action including financial penalties (this decision has now had to be taken as it is an expected action by the DFE)

Children who are absent for 5 days or more through illness

Families are asked to provide medical evidence (a note from the GP or specialist) to provide evidence of absence for any child who is absent for 5 days or more through illness. (NB: if you are already on a PCM plan or have had a history of poor attendance then you may be asked to provide medical evidence of sickness for shorter periods of time)

Please ensure you are doing all you can to encourage and achieve 'good' attendance and work with the school to overcome issues that effect this. As with everything we do at SMFR, it is for the benefit of the children and to provide them with the very best educational experience possible. Thank you.

Mr J Farmer
Deputy Head Teacher & Pastoral Support Leader

Mrs Vania Eaglen - Headteacher
Mr James Farmer – Deputy Headteacher
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