

Malhamdale Road, Congleton,  
Cheshire.  
CW12 2DF  
Phone: 01260 542182  
Email: [admin@havannah.cheshire.sch.uk](mailto:admin@havannah.cheshire.sch.uk)  
Web: [www.havannah.cheshire.sch.uk](http://www.havannah.cheshire.sch.uk)  
Head Teacher: Mrs S Williams  
Email: [head@havannah.cheshire.sch.uk](mailto:head@havannah.cheshire.sch.uk)  
24<sup>th</sup> May 2023

Dear Parents and Carers,

As we are coming closer to the end of the school year we wanted to remind all parents & carers of the School Policy regarding Attendance, and what your responsibilities as parents and carers are.

We monitor two types of absence - authorised and unauthorised.

**Authorised absence is either:**

1. An event you have requested time off for your children such as a sporting activity they are involved in or in some cases a family holiday and that has been agreed in writing with the school in advance.
2. If your children are too ill to attend school AND you have advised the school office, via the absence line, on the morning of non-attendance before 9am.
3. A medical appointment that you have advised the school office of in advance.

**Unauthorised Absence is:**

1. Arriving late to school, without prior arrangement, after the register has been taken i.e. after 9.15am
2. Taking your children out of school during term time without authorisation from the school
3. Sickness absence which is not reported to school either on the morning of non-attendance or as soon as possible afterwards

These lists are not exhaustive and with that in mind it is always best to talk to the school before taking your children out.

The attendance rate schools aim for is 95%. If your child falls below 90% attendance, (persistent absence) or is persistently late (either authorised or unauthorised) we will contact parents to discuss how we can work together to improve the child's attendance.



### **Managing Unauthorised Absence**

If your child/ren have 2-3 days of **unauthorised absence**, we will invite parents or carers into school for a meeting to explore barriers to the child attendance and offer support to enable your child to attend.

If your child/ren has 3-4 days of **unauthorised absence** over two half terms, a letter will be sent by the attendance and children out of school team, to advise of a 15 day warning period, which could result in a Penalty Notice being issued.

If your child/ren have 5 days of **unauthorised absences** over 2 half terms a Penalty Notice 15 day warning period may be issued, which again could result in a Penalty Notice.

Penalty Notice fines are £60 per parent per child if paid within 21 days or £120 per parent per child if paid within 28 days. After that there is a chance of prosecution.

We understand that there will be times in most people's lives when they will need to take their children out of school, I think the key message here is to talk to us and let us know the situation.

We will offer support and guidance where we can in order to improve children's attendance as it is of great benefit to them to be in school.

Yours sincerely,

Mrs S Williams  
Head Teacher

