



GLENWOOD SCHOOL

Washington Road, Emsworth, Hampshire. PO10 7NN

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Dear Parents/Carers

9th March 2021

Good attendance to school is crucial to pupils' academic achievements and their well-being. If a child's attendance is only 90% (20 days' absence a year), then over five years they will miss the equivalent of about one-half of a school year – every day matters – every lesson matters. Make your child's education count – encourage attendance every day.

The Department for Education (DfE) states that all children from the 8th March 2021 are now legally expected back in school full time. Your child's education is very important to us and we will work closely with you at all times to ensure the best provision.

It is your responsibility to ensure your child is in school every day. If they are ill, you must call the office before 9am to inform. For three days or more sickness we may require evidence of absence such as a prescription or an appointment card. When we do not hear from you this triggers the following actions to ensure your child is safeguarded.

- Calls made to all contacts on file for child
- Visit your home in person
- Contact Children's Services if we have significant concerns or non-engagement from yourselves

We monitor attendance closely and in the first instance will invite you to meet with us and discuss what we can do to support you and your child. If poor attendance continues we will write to you to inform you of our next steps.

When persistence absence occurs, 10 sessions (five school days) in any 100 session period (50 days) which includes lateness we are obliged to inform the local authority.

Legal action to enforce school attendance

Local councils and schools can use various legal powers if your child is missing school without a good reason. They can give you:

- a Parenting Order
- an Education Supervision Order
- a School Attendance Order
- a Fine (sometimes known as a 'penalty notice')

We look forward to continuing to work with you.

Yours faithfully

Mrs M Channon
Well-Being Manager



A University of Chichester
ITT Partner School

