

Never look down on anybody unless you are helping him up. Jesse Jackson

Barley Lane School

Friendship, Optimism, Hardwork

SEPTEMBER 17TH 2021

DEAR PARENTS AND CARERS, ATTENDANCE INFORMATION

We understand how difficult attendance can be, especially given the current climate and a 'tsunami of anxiety' that children are dealing with in returning to school. However, it is very important that your child attends school, college or alternative provision every day. We will try to support you and them to the best of our ability and capacity but there is a limit to what we can do and it is essential for you to understand the legislation that we are expected to uphold.

Firstly, if your child is unable to attend school it is your responsibility to ensure pupils attend and that you contact the school on each day of absence, explaining the reason for the absence.

Please note the following points:

- School starts between 0900 and 0930am, except Mondays when we begin at 10.30am
- This is when the register is taken by tutors.
- Students who arrive after 10am will be signed in late (L)
- and if your child arrives after registration has closed at 10:00am, this will be marked as an unauthorised late (U).

If your child does not attend morning registration, you will receive a call from the school unless you have already communicated with us. Please respond to this promptly as this is to ensure that you know your child hasn't arrived at school, is safe and is an important part of the school's safeguarding procedures. If the school does not hear from you this will automatically be marked as unauthorised.

If your child is off sick for three days or more then you will be asked to provide medical evidence for absence. If evidence is not received then these absences may be unauthorised. If your child has five or more days unauthorised then you may be liable to a fine of £60 or £120. It is very important that all absences are authorised by the school.

As from the 1st September 2013, all schools are unable to authorise any requests for absence relating to holidays in term time. This has been brought about by an amendment to the Education (Pupil Registration) (England) Regulations 2006 which has removed reference to holidays and the ten-day period.

We would remind parents that unauthorised absences may well result in the instigation of parental responsibility measures which could be a penalty notice, or a fine of up to £2,500 and/or a term of imprisonment of up to 3 months. I appreciate you understand that this is a legal responsibility.

Our relationships with are incredibly important and working together by ensuring that your child obtains the maximum benefit from their time at school by attending for the 190 days each year that the law requires, unless prevented from doing so by an unavoidable circumstance.

Our interim attendance officer is currently Mrs Butler and supported by Mr Jones and the team of tutors and support staff. They will answer any queries you have about attendance and offer help with attendance problems. It is vital that you make contact as soon as possible if your child is having attendance problems. As a school we want to help and support you.

Please telephone 01392 430774 or 07848 457025, or make contact via School Gateway app.

Many thanks

Mr Jones and the team