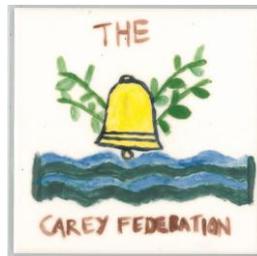


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Executive Headteacher: Mrs Ruh Alford B.Ed (Hons.), M.Ed

Dear Parents / Carers,

Re: Attendance

A year ago, I wrote to parents to set out attendance procedures, which overwhelmingly parents have supported so thank you for this. There has been a definite improvement in attendance and many parents said they found the letter helpful as it made our procedures clear.

I am writing again to remind you of the procedures and processes, particularly as we have had new parents join us since last February.

I would like to again sincerely thank parents for their co-operation and support in following these procedures. It is noted and very much appreciated.

Attendance Letters

As you know, Devon County Council expect schools to monitor attendance and do all we can to improve it. This week letters will be sent to parents if their children's attendance is below 95%. If attendance is around or below 80% you will be asked to meet with me to discuss this or the Education Welfare Officer (EWO) will contact you directly.

Absence Requests and Appointments:

Schools are not allowed to grant absence requests unless there are extenuating circumstances. I am unable to authorise holidays and if you take your child on unauthorised leave, you may be fined by County.

For all planned absence, an absence request form must be completed in advance. I will look at this and make a decision whether to authorise the absence or not, depending on the circumstances and the child's current attendance.

Planned absences include medical and dental appointments so please complete an absence request form and give this to the office along with a copy of the appointment letter, in advance of the appointment if possible.

Thank you for trying to make medical and dental appointments outside of school hours, please do continue to try to. If this is not possible and your child is able to be present for either the morning or afternoon registration then this won't be classed as an absence on their record. For your information, attendance is counted in sessions i.e. a morning and an afternoon are two separate



sessions

### Absence Due to Sickness

If your child is unwell, please call the school office or let a teacher or teaching assistant know on each morning of absence. If you are unable to speak to someone in the school office, please call the school mobile number: 07535 974121. We ask that parents of Pre-School children also let us know in the same way.

Lateness: The EWO also looks at lateness. Many parents have found the 'Soft Start' helpful. The 'Soft Start' was introduced after Easter last year and means that we open the gates at 8:45 am the side door at 8:50 am to allow children to come in and settle for a 9:00am start of school. If a child is not in by 9:00am, they will receive a late mark. If they are not in by 9:05 am, this will appear as an absence for the whole morning on their attendance record.

We discourage parents from coming into school with the children as this inhibits their independence and poses safeguarding issues and again, I must thank parents and carers for your full support with this.

I hope you have found this letter helpful in clarifying the school's position on attendance. As a parent, I do know that children have genuine illness and reasons for medical appointments; however, it is important that they are in school when they are able to.

I am pleased that parents do support these procedures, so thank you for continuing to do so.

Mrs Ruh Alford

Executive Headteacher