

Meir Heath Academy

Principal: Mrs M Southern

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Dear Parent / Carer,

We are writing to inform you of the new requirements regarding your child's attendance. You may have read in recent media reports regarding school attendance and punctuality which outline the guidelines and expectations from Staffordshire County Council effective from January 2018. These reports highlight the importance of school attendance, punctuality and the potential consequences of non-attendance or persistent lateness. As a school we believe that good attendance leads to good attainment.

Paul Senior the Head of Education for Staffordshire County Council has written to all parents to highlight three changes to practise that will be monitored by all schools.

- The first change is to notify parents of the possibility of receiving a penalty warning notice for absence in term time including, but not limited to, absence due to term time holidays. Schools cannot authorise leave except in exceptional circumstances.
- The second change is the reduction of the number of late marks a student receives before penalty warning notices are issued from 20 unauthorised late marks down to 10.
- Finally, the third change states that if a student has 1 day or more of unauthorised absence or 10 late marks in a 12-week period, that this also could trigger a penalty warning notice.

As a school we work with our Education Welfare Officer if we have a cause for concern with your child's attendance and as such, we comply with the guidelines that are set by Staffordshire County Council. As you may recall, we write to all our parents who we believe their child to have a potential attendance issue and we invite you in to discuss this before it becomes a serious problem and a penalty notice is issued.

Please find a copy of the full letter on the school website by Paul Senior, Head of Education, which outlines the practises adopted by Staffordshire County Council in relation to attendance and punctuality in school. Please note that this will take immediate effect with any future absence requests.

If you have any cause for concern, queries about the new guidelines or questions relating to your child's attendance, then please contact the office staff who will only be too happy to help.

Yours faithfully

Mrs Southern
Principal

