

30th September 2015

Dear Parents/Carers

National changes to persistent absence

The Department for Education has announced that from September 2015, the Persistent Absence (PA) criteria will change from 15% to 10%. This means that any pupil who falls below 90% attendance will become a persistent absence pupil and therefore reported to National and Local Government through the school census, which is collected termly.

The following table converts the 10% absence into equivalent days off school.

Term	Number of days missed (equal to 10% absence)
Term 1	3.5 days
Term 1-2	7 days
Term 1-3	10 days
Term 1-4	12.5 days
Term 1-5	15.5 days
Term 1-6	19 days

Exton Brook Primary School will continue to monitor the attendance of all pupils; however some parents/carers will notice that our school absence procedures will now happen sooner and at higher levels of attendance than was previously the case.

1. **Notice to improve letters** will be sent home to indicate to parents/carers that attendance is starting to fall below 95%. We are aware that there are times when your child may be absent for a period of time due to illness and this letter will be for information only.
2. **A warning letter** will be sent to indicate further decline in attendance and this will be followed by an appointment to come into school for a meeting.
3. **Referral to an attendance consultant** will be sent if attendance continues to decline. This will be followed by a meeting to discuss your child's attendance and targets will be set through a formal parent contract.
4. **Referral to the Education Entitlement Team** for further intervention which could lead to court proceedings resulting in a prosecution and a fine.

Thank you in anticipation of your support and co-operation with these Government changes. We will endeavour to support you and your child through these changes and if you have any concerns with regard to your child's attendance please do not hesitate to contact Mrs Ford, Mrs Archer or Mr Woods.

Yours faithfully

Mrs D Archer and Mr N Woods
Joint Head Teachers