

Dunstall Hill Primary School
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Headteacher

Mr L Fellows

Executive Head Teacher

Mr D Asbury

Chief Executive Officer

Mrs A Cheema OBE

Part of Perry Hall Multi-Academy Trust
Company Number - 08566185



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02nd December 2021

Dear Parents/Carers,

As previously advised in our Autumn 1 newsletter, our focus from this half term is **Attendance & Punctuality**. In a letter received this week from the Secretary of State for Education, the Right Honourable Nadhim Zahawi MP says:

"I want to work with you to really focus in on resetting our approach to attendance and make maximising school attendance a top priority. This is not only crucial for ensuring that all children and young people, including the most vulnerable, are taking advantage of the education recovery programme, but also for their own physical and mental wellbeing".

Attendance

As such, we will be following our Trust Attendance Policy closely with regards to the expectation of school, parents and the procedures to follow, if your child is going to be absent from school, whatever the reason.

The Academy Attendance Policy can be found on the school website, at <https://www.perryhallmat.co.uk/wp-content/uploads/2021/09/Academy-Attendance-Policy-July-2021.pdf>.

If your child is going to be absent from school due to illness, we need to receive a call from you by 9.15am. You are able to leave a message but we need to know **why** your child will not be attending, **including your child's symptoms**. If we have not received a call by this time, we will call you.

IMPORTANT - As it is a legal requirement for your child to attend school, we have to record the reason for any day that your child does not attend. If we still do not receive a reason for your child's absence after the first day of absence, we will send out a letter asking for the reason. If we still do not receive a reason, this will be recorded as an **unauthorised absence**. If your child has 5 or more unauthorised absences on their attendance record, you will be required to meet with the Education Welfare Officer for further investigation/explanation.

Time off in term time

In April 2013 the government issued amendments to 'The Education (Pupil Registration) (England) Regulations 2006. These amendments came into force on 1 September 2013. The amendments make it clear that Executive Headteachers or Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.'



Our schools will only authorise leave of absence in line with these regulations. All applications for leave of absence in term time will be considered by the school's Governing Bodies. Exceptional circumstances will only be agreed very rarely. Parents should apply using the form available from the school office, if they are considering a leave of absence in term time, at least 2 weeks before the event. The school will consider the request and let parents know in writing whether it has been authorised.

If you take your child out of school on a holiday, the Local Authority will be notified who will issue a penalty notice to you. A penalty notice of £60 will be imposed per child and per parent. If this is not paid within 21 days of receipt of the notice the cost rises to £120 which must be paid between 21 and 28 days of receipt of the notice. All penalty notices will be delivered by hand or first-class post.

Punctuality / Lateness

We are recently seeing a lot of children being dropped off to school late in a morning. The school gates are open from 08.30am every morning and we suggest that you aim to drop off your child to school at this time. The gates will be closed promptly, at 08.45am.

If your child arrives to school after this time, an adult will need to bring them to the front office where you will have to sign them in, informing the office of the reason why they are late and if they require a school lunch. If your child is late 5 times or more, during a term, you will be required to meet with the Education Welfare Officer for further investigation/explanation.

As a school, we try extremely hard to work with parents to avoid meetings with the Education Welfare Officer as much as possible. We simply ask that you keep us informed of any reasons why your child / children are not in school and provide evidence of this when possible.

Thank you for your continued support.

Yours faithfully

A handwritten signature in black ink, appearing to read 'L Fellows', written in a cursive style.

Mr L Fellows
Headteacher