



Loxwood Primary School

Nicholsfield, Loxwood,
West Sussex RH14 0SR

Tel: 01403 752207
email: office@loxwoodschool.com

Headteacher: Ms P. Kitson

Dear Parents and Carers

As I am sure you are aware we have been working to improve overall attendance at Loxwood Primary School.

Frequent lateness and absenteeism can have an adverse effect on a child's learning.

- Planning is cyclical and days missed can result in a child missing out on a vital building block to learning.
- Teachers have to add in time for a child to catch up in an already busy curriculum.
- Friendship groups can be disrupted.
- A child's anxiety can increase when returning and realising the lessons they've missed.

Some absence is unavoidable due to sickness and if this is the case families should inform the school daily as to how their child is doing. Exceptional circumstances, for example family bereavement, are also recognised by the school.

However; holidays have become increasing more common and although families communicate with the school there has not been a significant reduction in these instances.

It has therefore been decided by the governing body that from September 2018 unauthorised absenteeism will be referred to West Sussex County Council. The County Council looks at all referrals for Fixed Penalty Notices on a case-by-case basis, taking into account the child's overall attendance within the academic year and considering the impact on the child's education. Fines imposed go to the County Council and not to the school budget. Families will be referred under the following circumstances:

10 unauthorised absences in a 10 week period. 1 day has 2 sessions, morning session and afternoon session, therefore 1 day off school equates to 2 unauthorised absences.

Thank you in advance for your support in this matter.

As always if you have any queries about this matter or any other queries please contact Ms Kitson at the school office.

Kind regards,

David Harbottle
Chair of Governors, Loxwood Primary School.

