



# Lanchester E.P. (Cont.) Primary School & Nursery

*A Caring Community Where All Can Flourish*



*'Through God's love, we are the rich soil  
where roots grow and seeds flourish.'*

Luke 8:4-15



Dear Parent/Carer

9<sup>th</sup> September 2024

## **Return to school - School Attendance**

We would like to welcome you and your child back to school following the summer break.

My name is Lesley Sabourn and I am school's Attendance Officer. I monitor all school attendance and punctuality and work in school to support families should there be any barriers to their child attending school.

Our school attendance target is 97% and above. Whilst we do understand that some children may need to be absent from school due to illness and other unforeseen circumstances, they should be at school every day where possible and it is parental responsibility to contact school as soon as possible on the first day of absence if they are not able to come to school.

Every day in school is very important for your child and will enable them maintain a consistent basis on which they can build their ongoing education.

I would also like to inform you that from September 2024, that the DFE have introduced new regulations in regard to unauthorised absence and holidays in term time. Once your child is of compulsory school age, you are at risk of being issued with a Fixed Penalty (fine) should there be 5 days of unauthorised absence/holiday within a ten rolling week period. This fine is £160 per parent per child if paid within 28 days – reduced to £80 per parent per child if paid within 21 days.

We would always encourage families to take children on holiday during school holidays, however if you are unable to do this, you should complete a Leave of Absence Form which is available on school's website or can be collected from the School Office. It is important that we are informed of your child's whereabouts if they are not at school – as a school we have a responsibility to safeguard children. If we are not given information from you and are unable to make contact, this would be a cause for concern.

I hope that this is an enjoyable year for you and your child. If there is anything I can help with, please do not hesitate to contact me via the School Office.

Your sincerely

*Lesley Sabourn*

Lesley Sabourn

School Attendance Officer