



Registered Address: Canford Heath Infant School, Learoyd Road, Poole, BH17 8PJ
Telephone: 01202 380015 Email: contact@teachpoole.com
Company Number: 09484306

5th March 2024

Dear Parents/Carers

TEACH ATTENDANCE POLICY REMINDER TO PARENTS/CARERS

As you are aware we have a comprehensive and explanatory Attendance Policy which applies to all TEACH Trust schools. The TEACH Attendance Policy can be found on all school websites and TEACH Trust website. Although the Government will be implementing statutory changes in August 2024, delayed from September 2023, TEACH Trust have already implemented the changes.

However, it has become timely to remind all parents and carers about a couple of elements of TEACH Trust Attendance Policy;

Daily Absence Reporting

In our policy we explain in detail the procedure that each school undertakes in relation to pupils being absent. The procedure that all the school offices follow is in place to safeguard all our pupils.

However, **it is the parents/carers responsibility to contact the school by 9.00am on EVERY DAY their child is going to be absent.** We expect all our pupils to arrive at school each day. If they are not attending then we need to know they are not going to be in school and why they are not attending. Our priority is to ensure that they are safe. **Therefore it is essential parents/carers either phone the school office or leave a message on our attendance answerphone by 9.00am.** If we do not hear from parents/carers, and a pupil has not registered in school, then each school office follows a process to try and make contact with parents/carers or their emergency contacts. Unfortunately our school offices are spending a considerable amount of time each morning trying to contact parents/carers who have not made contact with the school and the pupil has not attended. This should not be happening as it is the parents/carers responsibility. **If the school is not informed a pupil will not be attending, then this may be recorded in the school register as an unauthorised absence, and may result in a home visit being completed.**

Leave in Term Time

By law, Head Teachers can only authorise leave in term time in truly 'exceptional circumstances'. This is explained in detail in the TEACH Trust Attendance Policy. **Head Teachers are unable to authorise such events as family holidays.** The TEACH Attendance Policy provides further examples. If parents/carers wish to request leave in term time they must place their request in writing to the Head Teacher and the Head



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Teacher will decide whether the leave in term time is authorised or unauthorised. The Leave in Term Time requests are considered individually, but consistently and in a non-discriminatory manner across the Trust. **The Trust ALWAYS requests that Fixed Penalty Notices are issued to parents/carers by BCP Council for any unauthorised leave in term time that is taken, in accordance with BCP Council Code of Conduct for Fixed Penalty Notices. Fixed Penalty Notices are issued individually to ALL parents/carers for each child that takes unauthorised leave of absence in term time. From August 2024 each Fixed Penalty Notice will increase to £80 if paid within 21 days or £160 if paid within 28 days.**

In summary, we would respectfully request that all parents/carers contact the school **by 9.00am** to report a pupil's absence and that parents/carers consider not taking leave in term time as this can only be agreed in **very** exceptional circumstances.

Yours faithfully



Lesley Specterman
Home Academy Liaison Officer
TEACH Trust



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