



Attendance Newsletter

attendance
MATTERS

Issue 1: December 2016

This attendance newsletter will be issued each half term to inform you of Castle View's expectations regarding attendance and celebrate the students who are working hard to ensure their commitment to their education and progress.

At Castle View, we expect all students to attend school for at least 96% of the school year.



Mr Hornsby is the attendance officer of Castle View School. Mr Hornsby and the Student Support Officers are working tirelessly to crack down on poor attendance. NEW FOR 2017! We are in the process of filling 4 new posts for Attendance Ambassadors who will support and work alongside us and some local primary schools to improve attendance across the Island. This kind of collaboration is being led by Castle View in Partnership with Canvey Junior/Infants and William Read.

The Local Authority and the Department for Education set all schools the minimum expected target of 95% attendance over the school year. For our school this target is a challenge and we have identified that attendance needs to improve. Attendance is important because your child will not make progress if they are not in school. If your child had an attendance figure of 90% every year of their school life, they would miss over a year of their schooling. We need your help to raise whole school attendance.

Expectations if your child is ill or needs time off during the school day

As a parent, it is your legal responsibility to inform the school if your child is not going to be attending for the whole day or just the morning. You must let the school know by phoning 01268 696811 ext 1 between 07:45am and 08:30am where you will get through to an SSO or the attendance officer.

The legal statement below is a reminder that, as a parent or carer, it is your responsibility to ensure your child attends school regularly and clearly states the consequences of you failing to do so:

By law, all children of compulsory school age must receive suitable full-time education. As a parent, you are committing an offence if you fail to ensure your child attends school regularly. Even if they are missing school without your knowledge, you run the risk of being given a penalty notice or being taken to Court. A penalty of £60 may be issued by the LA as an alternative to prosecution. This rises to £120 if unpaid after 21 days. Failure to pay will lead to prosecution. Parents can be fined up to £2500 and/or imprisoned for failing to ensure their child attends school regularly.

We currently have **4** cases with Missing Education and Child Employment Services (MECES) which used to be known as Education Welfare Service (EWS). This week we referred another **22** students. In addition to this, we have conducted in excess of **45** attendance meetings in school with the parents and carers of students who are falling below the expected attendance figure.

Request for Leave

In line with Local Authority and National policy, our school does not authorise holidays during term time. Leave during term time will only be authorised in exceptional circumstances. If you wish to request leave during term time, you must write a letter addressed to the Headteacher who will then make a decision regarding the circumstances of the leave. Once the decision has been made, you will receive a letter to say whether it will or will not be authorised. If it is unauthorised and you still choose to take the holiday, a fine will be issued.



Every School Day Counts

Attend today, achieve for a lifetime!

