



**PENSBY**  
HIGH SCHOOL  
Care Respect Inspire

15 May 2023

Dear Parents and Carers

**Re: Attendance information**

I am writing to express our thanks to parents and carers who engage in accordance with our attendance policy and consistently support their child and the school. We believe that attendance is important, and holds a strong correlation with achievement and success. It is key that we work together to ensure every child has access to the education they are entitled to by law.

Our Attendance Policy is written in line with the national and local guidance we are provided with. There are certain elements that we have to adhere to as they are legally binding. I understand that this can cause some level of frustration with parents and carers when they feel they have complied accordingly with our policy, and communicated effectively with our staff.

Therefore, I thought it would be useful to share the main guidance that we have to follow with you:

- Medical appointments - Parents are encouraged to make all medical appointments outside school hours whenever possible, and to inform school in advance of any medical appointments that cannot be scheduled out of school time. For absence to be authorised as a medical absence we do require evidence, such as an appointment card or appointment letter and for the minimum time to be taken. Pupils are required to come into school before and after their appointment.
- Leave of Absence forms must be completed in advance. A leave of absence is granted entirely at the discretion of the Headteacher and only in exceptional circumstances.
- Informing parents and carers in writing when attendance falls below 95% and below 90%.
- The issuing of an Educational Penalty Notice (EPN) is a last resort, but we must inform you that this is a possibility in certain circumstances. The expectation to attend Panel Meetings is also required when invited.

We understand that genuine illness is unavoidable and we appreciate that your child may not always be well enough to attend school. However, despite our understanding, we have to follow protocol and procedures many of which are to safeguard all of our students. We want to work alongside our parents and carers, and will do our utmost to offer additional support when required.

Our Attendance Policy and 'Attendance and Punctuality – information and guidance for parents and carers' which can be found on our website, will provide further detail if required.

Thank you for your continued support.

Yours sincerely

Mrs Emma Price  
SEND / Pastoral Lead

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