



HOVE JUNIOR SCHOOL

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11th September 2014

Dear Parents and Carers

Policy for Good Attendance

We have recently updated our "Policy for Good Attendance". If you would like a hard copy of the policy please ask for one at the school office. I am sure you will agree that good attendance is vital if children are to be successful at school – every day counts!

Our policy highlights the importance of good attendance and the potential negative impact of poor attendance on a child's overall development. The policy also clarifies the systems and structures that we have in place to record both attendance and absence and support you to ensure your child comes to school regularly and on time.

Leave of absence in term time is not granted unless there are exceptional circumstances and any requests must be made in advance in writing. Our general practice is not to authorise holidays/leave in term time. From 22/9/14, alongside all other schools in Brighton and Hove, we will be changing our policy in relation to any absences that are classed as unauthorised. From this date a Fixed Penalty Notice (FPN) may be issued by the Local Authority to parents/carers of children taking unauthorised leave. This will mean a fine of £60 for each absent child. All monies are paid to the Local Authority, not the school and if not paid within 21 days of the notice being issued a further fine of £60 will be added.

I am sure you will understand the reasons for this change in our policy. A child whose attendance is between 90-95% over the year misses about 10-19 days of education. This inevitably has an adverse affect on a child's progress. The Brighton and Hove City Council website has further information on Fixed Penalty Notices.

If you have any further questions about the policy please do not hesitate to contact me. Should you need to request authorised absence please do so in writing, providing as much information as possible in support of your request (e.g. your job does not permit August leave etc.).

Many thanks for your understanding.

Yours sincerely

Janis Taylor
Headteacher



Hove Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



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