



BEARWOOD PRIMARY SCHOOL

Headteacher: Ms F Alder BA(Hons), PGCE, NPQH, MBA

Tuesday 31st January 2023

Dear Parents and Carers

Re: Attendance

One of the ways in which Bearwood Primary School is committed to improving achievement is through ensuring good attendance and as such we monitor the attendance of all our pupils. Attendance monitoring is also a requirement of the DfE as by law children of school age who are on roll at a school must attend regularly and punctually.

Regular attendance is very important, not just because the law requires it but also because it is the best way of ensuring children make the most of the educational opportunities available to them. When a child is absent from school, he or she misses not only the teaching provided on the days when absent, but is also less prepared for the lessons on their return. This leads to a risk of under achievement, which we wish to avoid. If absenteeism impacts on achievement, schools with poor attendance and diminished outcomes do not remain 'Good'.

Parents should understand that attendance is becoming an issue for children at our school – we are in the bottom 20% nationally. This impacts on outcomes for children individually and the school as a whole.

All schools in Wokingham Borough have an attendance policy. Their policies strongly discourage parents from requesting absences during term-time and state that such requests for leave will not be granted unless there are very exceptional circumstances. Each request is unique and considered on its own merits – therefore cannot be directly compared with decisions made by the school in the past, nor does it set a precedent for the future. At Bearwood it is very, very rare that requests are approved. Please be aware that if holidays are taken without approval, this information will be passed to our Education Welfare Officer.

Taking an unauthorised holiday is a Criminal Offence and may result, depending on the circumstances of each case, in either a Penalty Notice being issued or Prosecution in the Magistrates Court. A Penalty Notice may be issued without further warning. Payment of a Penalty Notice within 21 Days is £60, between 22 and 28 days is £120. Penalty Notices are issued to each parent, per child. However, if a penalty notice is not paid then the Parents may be prosecuted in the Magistrates Court. In some cases, a Penalty notice will not be offered at all and the matter referred immediately for Prosecution. In the Court the penalty is a fine of up to £1000 and a Criminal Record. More information can be found on the Wokingham Borough Council website or from the Education Welfare Service.



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I wish to end by stating that it is my duty as Headteacher to address poor attendance and the duty of my Governing Body to hold me accountable for it. The vast majority of parents at Bearwood Primary School ensure their children attend in line with the expectation and I am grateful for this, as are my staff.

Thank you so much for working with us on this important issue.

Your sincerely

A handwritten signature in black ink, appearing to read 'Ms F Alder', written over a horizontal line.

Ms F Alder
Headteacher