



Dalby Road, Melton Mowbray LE13 0BJ

Telephone: 01664565456

Headteacher: Mrs P Plant

Monday 26th November 2018

Dear Parents,

I am writing to let you know that the governors of our school have agreed to the changes that we and the Bradgate Education Partnership (BEP) have made to our Attendance Policy and it is now on our website for you to look at, under the Policies tab.

There are some important points that I would like to bring to your attention regarding absence and lateness.

1. The Bradgate Education Partnership (BEP) and Swallowdale School aim to encourage and support parents to achieve excellent levels of attendance above 96%.
2. It is very important that children attend school regularly as absence at any stage leads to gaps in your child's learning which in turn can impact in a number of ways:
 - fall behind in work
 - affect their motivation
 - affect their enjoyment of learning
 - lead to poor behaviour
 - affect their desire to attend school regularly
 - affect their confidence in school
 - miss out on the social life of school and extra-curricular opportunities and experiences
 - affect their ability to have or keep friendships.
3. Government guidelines state that your child can only miss school for the following reasons:
 - they are too ill to go in
 - you have advance permission from the school for exceptional family circumstances, a medical/dental appointment or days of religious observance. An 'Exceptional Leave' form can be found at the end of the Policy on the website for you to use.

4. From **January 2019**, it is the policy of the BEP that holidays in term time will not be authorised. Unauthorised absence of less than 5 days **may** be referred to Leicestershire County Council, and unauthorised absence of 5 days or more **will** be referred. A referral may result in Leicestershire County Council issuing a Fixed Penalty Notice.

5. Swallowdale expects all children to attend school on time. Children in Key Stage 1 should be in school by 8:50am and children in Key Stage 2 by 8:35. Any pupil who is late before the register closes will be recorded as Late, but after the register closes at 9:30, pupils' absence will be recorded as Unauthorised.

Here at Swallowdale, we would like to assure that we understand each family's circumstances are different and we aim to work in partnership with parents to provide the best education for every child.

Yours sincerely,