



September 2024

Dear Parent/Carer

Welcome to the start of a new academic year. We hope that all our learners and families had a restful break over the summer, and that all our new learners have enjoyed their first few days in school.

Upton by Chester High School are committed to providing an excellent educational experience for all learners. We believe that if learners are to benefit from education, punctuality and good attendance are crucial. We will do all we can to ensure maximum attendance for all learners. Any problems with punctuality and regular attendance will be identified and addressed as quickly as possible.

It is our policy to celebrate achievement and great attendance. Attendance is such an important factor in a successful school career. We actively promote and encourage 100% attendance for all our learners. As a minimum we expect every child to have an attendance of at least 97%. Attendance consistently below this will affect your child's learning, progress and achievement.

A learner's punctuality and regular attendance is a legal requirement, and failure of parents or carers to ensure this means that they may be guilty of an offence. If your child is absent, you must inform the school on the first day of absence with reasons for their non-attendance and keep in contact with the school during the absence, so that accurate records can be maintained. This will also enable us to assess any support that your child may need during their absence and on their return to school.

I will be making regular visits to homes where children are often absent from school, to discuss the reasons for this and to offer our support in improving attendance and timekeeping.

We would ask all parents and carers to ensure that family holidays and any other leave are arranged outside of school term time. You should not remove your child from school during term time without having first requested a leave of absence. All requests for authorised absence will be responded to in writing and will only be authorised in the most exceptional circumstances.

If permission is not granted, but the child is still absent, the absence is classed as unauthorised and parents/carers will be issued with a penalty notice in line with Local Authority guidelines.

Government guidelines have changed this academic year. Over a rolling three-year period, for a first offence, will see an increase to £160 if paid within 28 days reducing to £80 if paid within 21 days. A further offence, within the three-year period will see the Penalty Notice being issued at a flat rate of £160, a third offence within the three-year period, cannot receive a penalty notice and will be subject to legal interventions. The fine is per parent per child.

On the rare occasions that we have sporadic attendance with learners a 'Notice to Improve' may be issued to parents/carers. The same guidelines will be embedded as those that are in place for an absence of leave stated above.

If you would like to talk to us about any aspect of your child's attendance, please do not hesitate to contact our designated school staff. We are all here to support you and your child.

Yours sincerely

Mr S M Will
Pastoral Manager for Attendance and Family Support