

Otterham C P School

Headteacher: Helen Ward
Email: secretary@otterham.cornwall.sch.uk
Tel. 01840 261344
www.otterhamschool.co.uk



Marshgate
Camelford
Cornwall
PL32 9YW

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Dear Parents

On the subject on attendance, I wanted to thank you for the collective effort in ensuring the best possible outcomes for your children. As already mentioned, **every** lesson really does count - children need to be here so they do not miss out on learning. As it stands, our current attendance figure is 96.3%. Whilst not quite reaching our given target of 97%, it is much better than the 94.1% we were at this time last year, for which we have been congratulated.

Please rest assured there is no criticism for illness / medical absences. The half termly attendance letters are to simply keep everyone informed as to how much school, children may be missing. The letters are being sent to all parents regardless of figures.

I must draw your attention to the NCLT Attendance and Penalty Notices Policy (can be found on our website) which states:

Penalty Notices

Penalty notices can be requested by a headteacher and **must be considered** for 6 days/12 sessions or more of **unauthorised** absence within 50 days or 100 sessions.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

An unauthorised absence is an absence without an acceptable explanation, including holidays. Please note 1 day = 2 sessions. Currently, the penalty is £60 per child for each parent.

Although the above information has been talked about for some time, it is now written in policy.

Please, please continue to support the school in securing the very best for your children.

As always, any questions, just ask.

Kindest regards

Mrs Helen Ward
Headteacher



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