

MGL/HWO

7th July 2023

Dear parent/carer

Unauthorised absences for students with under 90% attendance

Following the Learning Cycle reports being sent, we are having a few calls from parents/carers questioning why their child has unauthorised absences when they have reported the absence.

Any students with an attendance figure of 90% and below, without medical confirmation or exceptional circumstances will not receive an authorised absence. Students with attendance below 90% are also at risk of being issued with FPN (Fixed Penalty Notice) if attendance doesn't improve.

For students with an attendance figure of above 90% if absences aren't reported to school, this will also be logged as unauthorised as we cannot determine the reason for their absence.

This practice is in accordance with the guidance given from Rotherham Local Authority, as we follow the School Attendance Matters Pathway, which aims for all students to be above 90%.

We would like to remind all parents/carers of the duty that is imposed by the Education Act (1996) upon parents/carers, to ensure that children of school age attend school every time it is open, unless the children are prevented from doing so as a result of their own illness. In the case of illness, medical evidence should always be submitted.

If there is any support or advice we can offer to help improve your child's punctuality and attendance, please contact the Attendance Team. Thank you for your continued support.

Yours faithfully



Mr Lee
Attendance Officer



Miss Gleeson
Attendance Officer