



T. 01522 788395
E. enquiries@bassingham.school.org
W. bassingham.school.org

Attendance Updates – September 2024

Dear Parents/Carers,

Bassingham Primary School is committed to providing a full and rewarding education for all pupils. The school believes sincerely that all pupils benefit from the education it provides and therefore from regular school attendance. To this end, the school will do as much as it can to ensure that all pupils achieve maximum possible attendance and that any problems, which may impede full attendance, are acted upon as quickly as possible.

The Government states that an attendance rate of less than 95.00% will have a detrimental effect on a child's education. It is therefore our aim that each of our pupils should have an attendance rate as high as possible with our target for attendance being at least 97.00% each academic year unless there are exceptional circumstances that affect their attendance at school. If this is the case, the school will support that child and their family to ensure that their attendance rate is as high as it can possibly be.

We want all our children to have the best possible attendance at school to enable each and every child to reach their full potential. There is a strong link between good school attendance and achieving good results for children. Children who frequently miss school may fall behind in their work which may affect their future prospects.

Why Attendance Matters

Consistent school attendance allows your child to:

- Fully engage in learning and make academic progress
- Develop critical social skills by interacting with their friends and teachers
- Grow in confidence in a supportive and nurturing school environment
- Build a sense of routine and responsibility, essential for future success

Attendance Support

We understand that some pupils may face challenges that impact their attendance. Our school's attendance team is here to provide support and guidance to pupils and families in such situations. If you encounter any difficulties related to attendance, please do reach out to Mr Betts who is our Senior Attendance Champion. Contact can be made via enquiries@bassingham.school.org or by calling the School Office on 01522 788395.

Acceptable Reasons for Absence

We recognise that there are circumstances where a pupil's absence can't be avoided. Acceptable reasons for being absent from school include:

- **Illness:** when your child is unwell, either physically or mentally, and unable to attend school
- **Medical Appointments:** if your child has a medical appointment that cannot be scheduled outside school hours, please notify us in advance and provide relevant documentation
- **Religious Observance:** we respect the diverse cultural and religious backgrounds of our pupils. If your child needs to be absent for religious observance, please submit a Leave of Absence Request
- **Exceptional Circumstances:** in exceptional situations, such as family emergencies or unforeseen events, please contact the school immediately to discuss the absence



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Headteacher
Mr Sam Betts

Address
Lincoln Road
Bassingham
Lincoln LN5 9HQ

Find us on 
[@BassinghamSch](https://twitter.com/BassinghamSch)



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How to Support Positive Attendance

- Make sure your child attends every day and on time
- Ensure that holidays are not taken during school term time
- Ensure that you contact the school office, preferably before 9.00am, whenever your child is unable to attend and include a reason for absence
- Provide the school with more than one emergency contact number for your child
- Ensure that, where possible, appointments for your child are made outside of the school day
- Fully engage with Attendance Contracts that you make with the school where attendance is a cause of concern
- Provide medical evidence (e.g. doctors note or appointment card) if illness continues for longer than five days
- Contact the school in confidence whenever any problems occur that may affect your pupil's performance in school or their ability to attend school
- Keep school informed of any updates to relevant contact information and details

Term-Time Holidays

Term-time holidays are generally not permitted during the school year. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom. However, we recognise that there may be exceptional circumstances that require a term-time holiday. In such rare cases, please submit a Leave of Absence Request to the Headteacher well in advance. The Headteacher will carefully consider each request and, if deemed appropriate and in the best interest of the child, may grant permission for the term-time holiday.

We emphasise that such instances will only be considered on a discretionary basis, and the decision will be made with the pupil's educational welfare as the utmost priority. We appreciate your co-operation and understanding regarding our approach to term-time holidays.

Sanctions for Unauthorised Absence

The Headteacher may issue a fine (known as a fixed-penalty notice) for unauthorised absence. If issued with one, you'll need to pay this directly to the local authority – £80 within 21 days, or £160 within 28 days. The decision whether to issue a fine will take into account whether the national threshold has been met – namely 10 sessions of unauthorised absence in a rolling period of 10 school weeks – as well as other factors. Before a fine is issued, you may receive a Notice to Improve to give you a chance to engage with support.

Thank you for your co-operation in making sure your child receives the best possible educational experience.

Yours Sincerely,

Mr S Betts

Headteacher



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