

+

Fleggburgh Church of England Voluntary
Controlled Primary School

Main Road, Fleggburgh, Great Yarmouth,
Norfolk, NR29 3AG

Tel & Fax: (01493) 369283
Email: head@fleggburgh.norfolk.sch.uk

Executive Headteacher Miss Rachel Quick
Head of School Mrs Ingrid Rounce



Thursday 29th September 2016

Dear Parents and Carers,

It is still September (just) and we have had a super first few weeks in school. The weather has been stunning and this has allowed us to plan a number of outdoor activities, Diamond Class have been Blackberry picking, all the PE lessons and running clubs have been enjoyed by children and staff alike, science experiments have literally exploded out on the field! And although we are just starting our academic year, it is time to think about our first Parent Interview sessions. This year we have decided to have these earlier in the term, TUESDAY 11th OCTOBER and WEDNESDAY 12th OCTOBER.

As in previous years, this is a chance to meet your child's classteachers (the English/Maths group teacher, Mrs Yassin, is available if you would like to talk to them for children in Year 3 and 4) and to consider how your child has settled into the new school year.

The staff will also be look at your child's progress so far, using the curriculum target tracker forms for the term ahead. This is a good chance to look at how well your child is working, how confident they are with learning, as well as considering how we can work together to make sure all our children truly achieve.

If you would like to meet your child's teacher, please could you indicate on the form below the approximate times that you require on either date - we will aim to make sure that the time is reasonable within your chosen time slot, and notify you with a confirmation letter by Thursday 6th October. We have arranged the two evenings into 10 minute slots – as always, if you know that you require more time, please speak to the teachers or to Jenny Pratt or Lyn Thrower and a mutually convenient session can be arranged.

Attendance and Leave of Absence - I have also put the latest information about absence/holidays from Norfolk County Council, with this letter; if you have any questions, please do not hesitate to ask

Kind Regards,

Rachel Quick
Headteacher

My child/ren's nameClass:.....

I would like to arrange an appointment with:

Emerald Class
Ms Swinson and Ms Mayfield

Diamond Class
Mrs Rounce and Mrs Yassin

Tuesday 11th October

- 3.30pm – 4.00 pm
- 4.00 pm – 5.00pm
- 5.00 pm – 6.00pm
- 6.00 pm – 7.00pm
- 7.00. – 7.30pm

Wednesday 12th October

- 3.30pm – 4.00pm
- 4.00pm – 5.00 pm
- 5.0pm – 5.30pm

signed:.....

(Please return to Office by Tuesday 4th October; we will inform you of specific appointment times by Thursday 6th October)

Attendance Information update – including new advice from Norfolk County Council

At our school we pride ourselves on our close working partnership with parents and carers, which includes improving school attendance. Thank you to all of you who make sure their children attend school regularly and congratulation to the many children whose attendance is excellent, over 98% up to 100% - our aim is to continue to work with parents/carers to ensure that all our pupils receive the most from their education and reach their full potential.

It is a parent's legal responsibility to ensure their children receive appropriate education. The Government has made it very clear that, despite recent court cases, no child should miss school apart from in exceptional circumstances and schools must to continue take steps to reduce absence to support children's attainment.

We know there are time when a child has to be absent, illness, a serious incident within the family etc and we continue to ask for you to let us know when this happens; authorisation of any absence can only be taken by the Head Teacher. We may take advice from the attendance officer linked to our school where a child is absent from school on a number of occasions – please see our Attendance Policy on the school website

Following the court case involving a Parent and the Isle of Wight Local Authority, Norfolk County Council have clarified the definition of "Good Attendance" and the criteria they will apply for "legal intervention". Any pupil will meet the criteria for intervention by the Local Authority where they have:

1. 85% attendance or less, with at least 15% unauthorised absence over a 6 week period (4.5 days); or,
2. Below 90% attendance within a 12 week period where some or all of the absences are due to unauthorised term time holiday absence (6 days and above absence)

% Attendance during one school year	Which equals this number of days absent	which is approximately this many weeks absent over 1 academic year of 40 weeks
90%	19 days	4 weeks
80%	38 days	8 weeks
70%	57 days	11.5 weeks

Any pupil at our school, who meets either of the criteria, will be referred to the Local Authority for action and intervention to be considered - the intervention could be in the form of a Fixed Penalty Notice. At present Norfolk County Council continues to issue Fixed Penalty Notices for non-attendance; this is a fine of £60 per parent per child which must be paid in one payment in 21 days. If unpaid, a further invoice for £60 per parent per child is issued; both individual invoices would then have to be paid making a total payment of £120 in 28 days. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

Leave of Absence (Holiday) - Leave in term time will only be authorised in exceptional circumstances; please continue to speak to staff, requests need to be put in writing and a leave of absence form completed, on receipt of a letter explaining the "exceptional " nature of the period of absence.

I hope we can continue to count on your support in this matter, please do not hesitate to contact the school if you have any questions. Again, we would like to thank those parents and carers who make sure their child is attending school regularly and enjoying the opportunities on offer in school.