##

6th September 2024

Dear parents and carers,

Following the Government attendance updates and new guidance, which we communicated in the summer term, we are writing to provide further information on our subsequent updated attendance procedures. Across both schools, we have worked closely to ensure we are implementing the new guidance consistently.

Below is a succinct summary of key changes to our daily attendance procedures and practice:

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| --- | --- |
| Theme | Amended procedure in line with new guidance  |
| Lates | Children who arrive late need to arrive via  the main school office. School staff will ask parents/carers to provide a reason for the late arrival which we are required to record. |
| NHS guidance - is my child too ill to attend school?  | The government requires schools to follow the latest NHS guidance - [‘Is my child too ill for school?](https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/)’ If you report your child absent from school and the reason is in line with this guidance, your child will be marked as Ill (authorised). If the reason for absence is not in line with the guidance, schools are no longer able to authorise this absence. Click on the hyperlink above for more details.We would always offer appropriate support and adaptations which may enable your child to access school. |
| Reporting the reason for your child’s absence | If you are unable to reach the office team via telephone to discuss your child’s absence and therefore choose to leave a voicemail, please ensure the message is clear. Office staff will be required to phone call parents to clarify in the event of unclear reasoning (ie: ‘my child is not feeling well’)***Please note: all absences need to be reported via the school office, not via Class Dojo.*** |
| Home visits  | There may be occasions when staff from either school need to visit your child to do a safe and well check (eg: if school is unable to determine the whereabouts of your child).  |
| Exceptional leave | Both schools have updated their attendance policy in line with the updated guidelines relating to exceptional leave. Please note that while Head teachers have some discretion when a request is made, the guidance is very clear that in most circumstances the request is unlikely to be authorised.Both schools will have their term dates on their website. |
| Fixed penalty notices | In the summer term we communicated the government changes to fixed penalty notices. [Please follow this link to see the summary of changes.](https://www.dobcroft-jun.sheffield.sch.uk/serve_file/28786578) |

Thank you for your support and as always please do not hesitate to get in touch if you have any questions or concerns.

Kind regards,

Cathy Rowland - Head Teacher Dobcroft Infant School

Nicola Sexton - Head Teacher Dobcroft Junior School