

30 November 2023

Dear Parents and Carers,

Re: Attendance and Punctuality Drive

We are writing to all our parents and carers in the Rooks Heath community so that everyone is aware of the DfE imposed legal powers and duties that govern school attendance and the school's expectations.

Firstly, we would like to thank all our parents and carers who continue to support good attendance and punctuality to school. We know that students who attend every day and on time are less likely to be vulnerable and fall behind in their education.

At Rooks Heath School, we expect 100% attendance and punctuality for all our students. This is in line with our mission statement to '**strive to be your best**' in order to take full advantage of the educational opportunities available to them and feel truly part of our community.

You will remember that when your child joined Rooks Heath School, and at the start of each subsequent year, we all sign a Home/School Agreement and within this document you agree to ensure that your child would attend school every day and on time and that you would support the school in upholding Rooks Heath's policies.

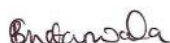
Parents and carers have a legal duty to send their children to school every day and on time or risk prosecution if they fail in this duty. If a student misses school without good reason, the Local Authority can issue a penalty notice as one of the legal powers, to parents. Please note that fines are applicable if a child has either **poor attendance or poor punctuality (late in the morning)**. Once issued, any failure to pay could lead to prosecution in a magistrate's court.

We want to avoid ever having to pursue this route with our families and hence we are writing to you all today.

As stated above, we appreciate those of you who work with us to ensure that your child is at school on time and every day. However, we felt that it was important to make you aware of penalties associated with persistent absence or lateness. Attendance and punctuality are one of our key whole school priorities. Please click [here](#) to see useful information that we have updated on our website.

As always, thank you for your continued support and cooperation.

Yours sincerely,



Mrs B Chetanwala
Attendance Manager