



# Cranborne Middle School



Headteacher: Mr R Stevens  
Assistant Headteachers: Mr S Gillott, Mrs A Williams

Friday, 19<sup>th</sup> April 2024

## Information for Parents: Attendance Statement

After several previously interrupted years of education, it is crucial that children and young people form good habits of regular attendance at school from an early age and that good attendance is maintained throughout their time at school. Cranborne Middle School is committed to working together with children, parents, carers and families to ensure that there is a consistent approach to school attendance. It is a legal requirement that all children should attend their educational provision and it is the parent's/carer's responsibility to ensure that their children attend school.

Cranborne Middle School has agreed the following:

- Cranborne Middle School will monitor the attendance of pupils and work closely with Dorset Council's School Attendance Service to support children and young people whose attendance levels are causing concern.
- Whilst we understand that children do become ill on occasions, children who lose a lot of time at school can suffer in the long term from significant gaps in their learning. If a child's health continues to affect their education, schools are obliged to make a referral to School Health to ensure that appropriate medical advice and support is provided.
- If a child is ill, it is the responsibility of the parent/carer to ensure that they inform the school. Cranborne Middle School operates a targeted "First Day Call" system, which means someone from school will contact parents/carers to ask why your child is not in school and when they are expected to return. Notifications can be made by telephone call, e-mail or via ParentMail. All absences should to be followed up in writing on your child's return to school.
- No Leave of Absence will be granted during term time, except in exceptional circumstances. Where possible, we would also ask you to schedule medical appointments outside of school hours, or so that your child can attend the full school day.
- Should you wish to take your child out of school for any leave of absence, holidays or otherwise, requests will not be routinely granted. It is essential that any requests for leave of absence are made in writing. Any absence which has not been authorised will be recorded as "unauthorised" and this has the potential to impact on your child's overall absence figure. This could result in the need to attend an attendance panel meeting or have legal action taken against you.
- If there are concerns about a child's attendance, someone from school will discuss these concerns with the parents/carers and provide appropriate support. If this does not result in improvement, an attendance panel meeting can be convened, involving representatives of the Dorset Council School Attendance Service. The purpose of such a meeting is to discuss a child's attendance and seek solutions to any problems. It can recommend several outcomes, including further monitoring, issuing a £60 Penalty Notice, a Parenting Order or prosecution, which can result in a fine of up to £2,500.
- It is important that pupils are in school on time. Time keeping is not only important in obtaining maximum benefit from education, it is also a key skill for adult life. Lateness is monitored and contributes to absence rates.

Cranborne Middle School is committed to ensuring that every learner has the opportunity to thrive and achieve, and recognises that good attendance is central to this.

Damerham Road ❖ Cranborne ❖ Wimborne ❖ Dorset ❖ BH21 5RP

☎ 01725 517348 ✉ [office@cranbornemid.dorset.sch.uk](mailto:office@cranbornemid.dorset.sch.uk)

Web: [www.cranbornemid.dorset.sch.uk](http://www.cranbornemid.dorset.sch.uk)



Artsmark  
Gold Award  
Awarded by Arts  
Council England

