



Understand ★ Uplift ★ Unite

24th January 2025

School Attendance

Dear Parents and Carers,

Our Education Welfare Officer from Barnet comes into school once a fortnight to monitor our attendance records. During her visit last week, she was disappointed to see that attendance at Underhill is lower compared to other schools in Barnet and also below the National average.

There are a number of children at Underhill who currently have attendance below 90%. This figure is significantly below the national average and is considered as **persistent** non-attendance. You are able to view your child's attendance via Arbor on their homepage. You can see their attendance for the whole of the academic year as well as the last four weeks.

96% attendance is expected by the school and the Education Welfare Team for children to achieve their educational potential. Children who are unwell (e.g., sickness, vomiting or high temperature) should not come to school but children who are slightly under the weather should attend. Please be assured, that if we feel your child is too ill to be in school, we will send them home.

When your child is absent for more than three days, we would expect all parents to substantiate with medical evidence. This would be evidence of a doctor's appointment card, information about the medication your child has been prescribed (a photo can be emailed to the office or brought in on return to school). As you know, we can administer medication on site (if it is prescribed by the doctor). We understand doctors' appointments are difficult to get, you can call 111 or your local pharmacy for advice. If so, please send a copy of this contact and any evidence possible.

The Education Welfare Team from the London Borough of Barnet regularly monitors our attendance. They may contact you if your child's attendance is significantly low (below 90%). This may be a letter or a phone call.

As detailed in the school attendance policy, if your child has 10 or more unauthorised sessions of absence over a 10 week period, you may be issued a fixed penalty notice. Each school day comprises of two sessions. These fines may be issued per parent so as an example, if you have three children in school who have 10 unauthorised sessions, you may be issued with 6 fixed penalty notices.



If you are experiencing difficulties with your child's attendance, please contact the school office so we can make an appointment to look at what support we can put in place.

Best wishes,

Nicola Hayles and Jennie Reed

Co-headteachers

