

Toft Hill Primary School  
Toft Hill  
BISHOP AUCKLAND  
Co. Durham  
DL14 0JA



Head Teacher: Mrs. J. Stobbs  
Deputy Head Teacher: Mrs. L. Nesbitt

Tel: 01388 832393  
email: [toft Hill@durhamlearning.net](mailto:toft Hill@durhamlearning.net)  
website: [www.toft Hill.durham.sch.uk](http://www.toft Hill.durham.sch.uk)

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Dear Parents and Carers

In recent months the attendance of some of our children has been dropping and we are becoming increasingly concerned about the number of days' education that children are missing out on.

There is a direct correlation between attendance levels and achievement levels .If children are not in school then they cannot learn. The more school they miss the more they fall behind their peers.

Parents have a legal responsibility to ensure their children attend school regularly and on time. The government target for attendance is 96% as this allows for some illness. If attendance falls below 90% then this is classed as Persistent Absence. If some, or all, of the absences are unauthorised then this may result in a referral to the Local Authority enforcement team.

Parents often ask for a holiday form. The law does not allow head teachers to approve leave of absence within school time unless it is in very **exceptional circumstances**. If a holiday is taken without permission and this amounts to **7 or more days** absence then you could receive a fine.

The main aim of this school is the education of your children. Please help us in this matter by ensuring that children are in school, on time and ready to learn whenever possible .If they need to be absent, through illness, then please inform the school as soon as possible and give the reason for the absence.

Thank you for your support in this matter.

Yours sincerely

Mrs J Stobbs  
Headteacher

