


Bryan Slater
Director of Education

Distribution

Headteachers of all LEA Schools and
 Chair of Governors

information

The attached document is provided for your **information**:

ACTION	Title	DfES Publication - Ensuring Regular School Attendance - Guidance on the Legal Measures available to Secure Regular School Attendance		
	Summary of contents	Letter indicating above publication issued, including website address.		
	Associated documents			
	Date	18 th September 2003		
	Summary of action required			
	To be completed by			
	LEA Contact	Allan Turner/Trevor Boore		01603 224102/224001
	E-mail address	allan.turner@norfolk.gov.uk or trevor.boore@norfolk.gov.uk		
	Norfolk Self Review reference	1. How high are standards? 2. How effective is the school in developing pupils' attitudes, values and personal development? 3. How well does the school care for its pupils? 4. How well does the school work in partnership with parents?		
	Document reference	MI 200-03		

23rd September 2003

Dear Colleague

DfES Publication - Ensuring Regular School Attendance – Guidance on the Legal Measures available to Secure Regular School Attendance

The above document has recently been produced by the DfES in order to provide information on the measures that are available under the law for ensuring regular school attendance. A copy has been sent you under separate cover for your use within school as well as a copy for the Chair of Governors. The document can also be viewed via the following link <http://www.dfes.gov.uk/behaviourandattendance>.

As the document indicates parents have the primary responsibility for ensuring their children attend school regularly. Where school attendance problems occur the key to successfully resolving these problems is by engaging the child through collaborative working between the parent, the school and the LEA. I would particularly draw your attention to the sections on The Role of Schools: Monitoring School Attendance and School-Level Action to Improve School Attendance. These two sections, in particular, along with the guidance contained in the Norfolk Pupil Attendance Service document Improving Pupil Attendance Levels – A Good Practice Guide produced last year should, if followed, contribute towards improved levels of attendance throughout the schools in Norfolk.

Staff in Pupil Attendance are able to discuss both these documents with you and offer advice with regard to improving levels of attendance. Should you wish to discuss further then please contact either Allan Turner, Core Team Leader (01603 224102 or email allan.turner@norfolk.gov.uk) or Trevor Boore, Acting Principal Attendance Officer (01603 224001 or email trevor.boore@norfolk.gov.uk)

Yours sincerely
Dr Bryan Slater
Director of Education