

Wirral Attendance Service  
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to All parents of children at Wirral Schools

date September 2022

your ref  
my ref /  
service  
tel  
fax  
email

Please ask for Please speak to your child's school in the first instance

Dear Parents

***Working Together to Improve School Attendance***

The Department for Education have issued new guidance to all schools, regardless of their status, and Local Authorities in relation to School Attendance which comes in to force this term.

The guidance not only places responsibilities on schools, including governing bodies, and Local Authorities but also reminds parents of their responsibilities. In supporting all of our schools to improve their attendance we would like to highlight the expectations on parents in relation to school attendance and encourage you to work with your child's school if there should be any concerns or issues impacting on attendance. Information on the schools procedures and who to contact regarding attendance should be available on your child's school website over the coming weeks as schools prepare for the guidance becoming statutory in September 2023.

The expectations on parents are:

- That you will ensure that your child attends school every day the school is open except when a statutory reason applies and that you notify the school as soon as possible when your child has to be unexpectedly absent
- That you only request leave of absence in exceptional circumstances and that you do so in advance
- That where possible you book medical appointments around the school day
- That you work with your child's school and the Local Authority to help with the understanding of any barriers to your child attending school regularly
- That you engage with support offered including such things as accessing Family Toolbox or your child accessing Zillo or attending meetings to prevent the need for more formal support including legal intervention

Working Together we can make sure that every child has the opportunity to succeed and have the bright future they deserve.

On behalf of the staff in your child's school, and staff in schools across the Wirral, I would like to thank you in anticipation for your cooperation as schools continue to support your child and promote good attendance.

Yours sincerely

**Damian Stormont**  
**Attendance Manager**  
**Wirral Attendance Service**