



Executive Headteacher: Mr G Wilder OBE  
 Deputy Executive Headteacher: Mrs M Pryor  
 Head of School: Mrs J Barrett

# FURZE NEWS

## Attendance Newsletter

Newsletter 5 – 11<sup>th</sup> November 2016

Dear Parents/Carers,

### ATTENDANCE, PUNCTUALITY AND ABSENCE FROM SCHOOL

This is a general newsletter to all parents/carers to clarify attendance guidance. Regular attendance and punctuality is very important for ALL children so that they receive continuity of learning with **no gaps** and develop good attendance habits. It goes without saying that the more absences a child has from school the greater will be the detrimental affect upon his/her academic progress and that absence from school, for whatever reason, is a major factor in under-achievement. The school celebrates excellent attendance with a variety of certificates, other rewards and prizes. Our attendance target this year is 96% although we are aiming for higher and we look forward to all parents and carers supporting their child's regular attendance and achieving this target.

### PUNCTUALITY - Parents are responsible for making sure that children arrive at school on time and are collected from school on time.

Consistent lateness can be a problem for some parents and we have listed the school session times below so that you are all aware of what time your children must arrive at school in the morning and be collected at hometime.

<b>Morning</b>	-	<b>8.55am - 12.20pm</b>	<b>Year 2</b>	}	<b>Doors open at 8.45am</b>
<b>Afternoon</b>	-	<b>1.15pm - 2.45pm</b>			
<b>Morning</b>	-	<b>8.55am - 11.45pm</b>	<b>Year 1</b>	}	<b>Doors open at 8.45am</b>
<b>Afternoon</b>	-	<b>12.40pm - 2.45pm</b>			
<b>Morning</b>	-	<b>8.55am - 11.15am</b>	<b>Reception</b>	}	<b>Doors open at 8.45am</b>
<b>Afternoon</b>	-	<b>12.10pm - 2.45pm</b>			
<b>Morning</b>	-	<b>8.30am - 11.30am</b>	<b>AM Nursery</b>		<b>End of session – doors open at</b>
		<b>11.20am and</b>			<b>all children</b>
		<b>MUST be collected by 11.30am</b>			
<b>Afternoon</b>	-	<b>12.30pm – 3.30pm</b>	<b>PM Nursery</b>		<b>End of session – doors open at 3.20pm</b>
<b>and all</b>					<b>children MUST be collected by 3.30pm</b>

A late register is kept in the school office for parents to sign and write a reason for the late attendance. Any parent arriving late will be required to complete an entry in the register. We urge all parents to fulfil their legal requirement of ensuring that children attend school regularly and on time. **All full-time pupils may enter the classes from 8.45am** but must be taken to the various entrances by a responsible adult and handed over to the member of staff on duty. Parents **MUST** arrive in the playground at least 10 minutes (at 8.45am) before the bell so that the children arrive at the correct time. It is distressing for the children to arrive late, takes up valuable teaching time and may distract the other children. **The school building OPENS at 8.45am and school officially STARTS at 8.55am. AT 8.55AM ALL EXTERNAL DOORS ARE LOCKED.** If you arrive later than 8.55am, please do not attempt to access the school through the classrooms, you must report to the school office with your child where you must stop, see a member of staff and sign the late register. Please be aware that parents/carers are not allowed into the school building to take children to class. Please also note that the school office does not open until 8.30am and that the office staff are not able to 'childmind' either before or after school so all parents must ensure they have organised appropriate childcare for their children. Hometime is even more distressing for the children to be left when all the others have been collected. We keep a record of late collections at hometime which is monitored by the Attendance Officer along with the daytime registers. In extreme cases a referral can be made by the school to social services. Please ensure that you are prompt and adhere to the session times. If you are unavoidably detained you must contact us as soon as possible on **020 8270 4420**. We must also be contacted if your child is to be collected by a different



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adult - this is very important – you must send in a note (or complete a school collection permission slip) to inform your child's class teacher or in an emergency telephone the school office.

**NB: Children must be brought to school and collected from school by a responsible adult over the age of 18 and must NEVER be left in the playground on their own – this is an important safeguarding issue which parents/carers must adhere to.**

### **ABSENCE DUE TO TERM TIME HOLIDAY**

A government directive instructs headteachers that they may not authorise term time holiday for pupils. Term time holiday may result in a fine being issued per child to parents by the Local Authority. The law forbidding Term Time Holiday is quite specific and parents are in breach of school regulations when they do this.

**Please consider that continuity at school is vital to education and many pupils do not recover easily from the effect of a prolonged absence.**

### **ABSENCES/KEEP US INFORMED**

If your child is absent from school you must inform us in writing of the reason for absence and provide supporting medical evidence as required. The DfE requires that ALL instances of absence be recorded and monitored. Please contact the school by telephone on the first day of absence (**before 9.30am**) and continue to keep us informed for the duration of your child's absence. If you know your child is going to be late or absent for any reason please call our 24 hour **Attendance Hotline 020 8270 4424** (a message only service). We request that when you leave your message you speak slowly and clearly and leave the following information: Your child's name, class, the specific reason for your child's absence ("my child is sick/unwell" will not suffice) and mention when you think your child will return to school. When your child does return to school please send a letter explaining the reason for the absence (along with any supporting medical evidence you can provide), this will be kept in the school office for our records. **"If your child's at home, pick up the phone. When your child's feeling better, please send in a letter."** Please keep the school updated on any changes to your contact details immediately (changes to contact details must be put in writing please). Also let us know of anything you feel we ought to be aware of regarding your child's wellbeing.

**ATTENDANCE OFFICER** – Our Hard Federation Attendance Officer is Mrs Akintunde. If any areas of attendance concern her she will contact the parent of the child either by telephone, in writing or in person. The EWASS (Education Welfare Advisory & Support Service) Officer comes into school regularly to independently monitor the school registers and liaises with Mrs Akintunde. In extreme cases legal action will be taken and fines may be issued to parents/carers who are not fulfilling their legal obligations of ensuring that their children are attending school regularly and on time.

**If your child's attendance drops below 90% they are considered to be 'Persistently Absent' (PA pupils) as defined by DfE guidelines and our Attendance Officer is required to contact parents and take action to ensure that the overall attendance is improved.**

### **ATTENDANCE AND PUNCTUALITY LEAFLET**

An attendance and punctuality leaflet containing important information for parents and carers of the Furze-Warren Hard Federation has been produced and is available from the school office or may be downloaded from the website.

**We hope this letter is informative and will encourage you to ensure your child's regular attendance at school. We know most of our parents have children attending regularly and punctually and congratulate those who are.**

Yours sincerely,



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Mrs J Barrett,  
HEAD OF SCHOOL.

