



Attendance Newsletter

Issue 1: October 2017



Dear Parents,

Every Term you will receive an attendance newsletter. This will tell you about school initiatives and expectations, any attendance prizes and whole school attendance. The Local Authority and the Department for Education set all schools the **minimum expected target of 95%** attendance over the school year. **Our school is currently below this target and has been identified as a school needing to improve attendance.** Attendance is important because your child can not learn if they are not in school. If your child had an attendance figure of 90% every year of their primary school life they would miss over a year of their schooling. We need your help to raise whole school attendance. Here are our attendance Figures for the last 4 years.

2014-2015	2015-2016	2016-2017	Sept 2017
95.4%	95.7%	94.7%	96.1%

Attendance Management from September 2017

- Joanne Jameson is our Attendance Administrator and will call or text parents in the morning to find out about any unexplained absence. **It is important that you call the office and let them know if your child is poorly.**
- All parents will receive their child's attendance at parents evening to discuss with the class teacher.
- The parents of any child falling below 95% attendance will be sent a letter of concern to make them aware that their child's attendance is slipping and ask for their support in ensuring that it improves.
- The Attendance Officer Andy Foster will do home visits to pupils with low or unexplained attendance and weekly late checks.
- Pupils who have consistently low attendance may be referred to the Local Authority Education Welfare Service for further investigation.
- Parents who remove their children from school for extended periods during term time without notice or authorization may face penalty notice or risk the loss of their school place.

Request for leave

In line with Local Authority and National policy our school **does not authorize any holiday during term time**. If you wish to request leave during term time you must complete a form which you can collect from the school office. You should return the form to the office who will then organise a meeting with the Head Teacher or the Attendance Officer to discuss the request. Leave will only be authorized in exceptional circumstances.



Lateness: Being on Time Matters Too!

School begins at 8.55am. If your child arrives after 8.55am they must go to the school office to register. Early Years children must be accompanied by their parents. They will receive a late pass from the office to take to their classroom so that the teacher knows they have registered accurately as the teachers send the registers electronically to the office and will no longer be able to mark them in. We will be recording late arrivals and parents will be asked to come in and discuss this if their child is persistently late for school. If your child is late it can lead to missed learning, an unsettled day and disrupts the learning of all the other children too.

We know that there are many parents and children who work hard to ensure that their children do come to school on time and always call to let us know if their child is ill. We are running attendance prizes and rewards to encourage good attendance. Here are some prizes and rewards we are currently running in school.

Going for gold: Medals

At the end of each term the children with 100% will receive a certificate and will visit the prize shop. They will also be entered into a raffle for some amazing prizes.

Children who have attendance of 98% and above over the half term will have a treat on the last Friday afternoon of half term

Children with 100% attendance for the academic year will receive a Medal.

Weekly Attendance

The class with the best attendance for the week will receive a trophy in our cheer assembly. We will display their photo on the school website and they will have a class treat such as extra play time or golden time. The class with the best attendance for the half term will also visit the prize shop.

