



Attendance Newsletter

Spring Term 2018

Get up, Get in, Get on

Dear Parents

Meadowdale Academy is continuing to focus on encouraging good attendance and punctuality. There is a link between attendance and achievement and therefore it is very important that your child attends school every day unless there are **exceptional circumstances**.

We expect students' attendance to be at least 96% - this is in line with government expectations.

**Whole School Attendance
Term 1 95.30%**

Aim for term 2—96%

5DC 97.6%

5PO 97.97%

5TC 95.48%

5EB 94.07%

6KM 94.07%

6CR 94.96%

6DA 95.48%

6LG 96.93%

7JP 97.36%

7KC 94.88%

7ND 93.5%

8MJ 90.74%

8WH 91.97%

8FB 95.35%

8SH 92.96%

Why is good attendance and punctuality important?

Education lays the vital foundations of a child's life. Regular and punctual attendance at school is key to both academic and social development, which in turn will improve their life chances.

Attendance during one school year	Equals to this number of days absent	Which is approximately this number of weeks absent	Which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons
75%	48 days	10 weeks	250 lessons

Illness

All children at some point may be ill. If your child has sickness and diarrhoea or a high temperature then they cannot attend school.

However, if your child has a minor complaint then they could attend.

Phoning to report an absence

Please phone **01670 823170** **before 9am**. Leave a message on the absence line stating your child's full name, the name of their teacher and the reason for their absence. You will receive a text message daily, unless we hear from you as to how long your child will be absent.



Rewarding good attendance

Children who achieve 100% attendance for a full week will receive a gold star which will be drawn at the end of the half term and a prize will be given



Parent/carers of pupils with 98% attendance or above will be entered into a draw at the end of the academic year for a £50 voucher

Pupils who manage 100% attendance or above, for the full year, will be entered into the 'IPAD in it to win it' draw in July

Class of the week with the highest attendance receive a snack to enjoy

Punctuality

REMEMBER our school day begins at 8.50am, the duty teams are in the yard at 8.40 and students line up at 8.45am. If your child arrives at school after 8.50am they must enter through reception and sign in. If your child is going to be late please let us know.

As a parent it is your legal responsibility to ensure your child is in school on time. It is not your child's responsibility to explain why they are late. Lateness is monitored by Mrs Morgan and Mrs Bradford, our Attendance Officers. You will receive text messages when your child is late.

Since September 2017, 73 students have been late; a total of 9 days of education missed.

Minutes late per day during the school year	Equals to days worth of teaching lost in a year	Which means this number of lessons missed in a year
5 minutes	3.4 days	20
10 minutes	6.9 days	40
15 minutes	10.3 days	60
20 minutes	13.8 days	80
30 minutes	20.7 days	100

Our Gateway app will notify you if your child has not registered. You can also now access your child's attendance percentage on the app.



Leave of absence in term time

Parents and carers should not remove their child from school during term time without having first completed a leave of absence request form. All requests will be responded to in writing and will only be authorised in the most extreme circumstances.

If permission is not granted, but the child is still absent, the absence is classed as unauthorised and this may trigger a referral to the Education Welfare team.

Please avoid making medical/dental appointment's for your child during the school day; if the appointment is absolutely necessary please show your appointment card to the office as evidence for this absence.

If your child is absent directly before or after a school holiday you will need to bring in medical proof to support the absence or it will be recorded as unauthorised.

All unauthorised absences are reported to Education Welfare.



Mrs Morgan—Assistant Head and Mrs Bradford—Office Manager are the Attendance Officers for Meadowdale Academy. If you have any concerns regarding your child's attendance please do not hesitate to contact either of us.