



Shirley Community Primary School

Shirley Pre-School

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Headteacher: John Cattermole

Deputy Headteachers: Hannah Kidney, Claire Fonseca & Suzanne Wernham

Dear Parents and Carers,

The Importance of Good Attendance, Punctuality and Your Child Doing Well at School

At Shirley Primary we know there is a strong link between good attendance, punctuality and good achievement. The more a child attends school, the better chance they will have of reaching their potential, and the more skills and knowledge they will acquire for now, their next school, and later in life.

Research shows that **children who attend at 96%+ have the best chance of doing well:**

96% attendance (1/2 day missed every 3 weeks)	More than 3 out of 4 pupils achieve well
92% attendance (1 day missed every 3 weeks)	On average 2 out of 4 pupils achieve well
83% attendance (3 days a month)	Only 1 out of 4 pupils achieve well

(To achieve 96%+, your child will need to be off school no more than one day per half term)

Working with families: We work closely with our Education Welfare Officer, Melissa Archer, who monitors our school's attendance regularly by looking at the individual % our pupils are achieving, but also how we support families and their children in making improvements.

We want **all children** to achieve **96%+**. If a child's attendance falls below **96%** you may receive a letter informing you of our concern. We will continue to monitor and if attendance continues to fall you may receive a phone call and/or letter setting a target for improved attendance. The school may also invite you in to meet with a member of staff to discuss your child's attendance. During this meeting, we will explore the reasons for low attendance and set a target for improvement. We worked positively with many families last year, by sending out letters and meeting with them.

Illness: We understand children can become ill and have genuine medical conditions; if this is the case, please come and share this information so that we can support you and your child and understand the reasons for absence. It is the parents/carers' responsibility to inform the school about reasons for absence. **If your child is unwell and absent, please telephone the school office as early as you can.** Should you not make contact with the school office, we will use the contacts we have listed to find out more about your child's absence. The safety of your child is extremely important to us and in the event of us being unable to establish a reason for absence, we will carry out safeguarding checks with the support of the Local Authority and the Police.

Term-time leave: All requests for leave during term time must be completed in writing, on a form from the school office. Requests will only be authorised by the Head Teacher in exceptional circumstances. The vast majority of requests will not be authorised. The Department for Education and Cambridgeshire Local Authority state that if the leave of absence is unauthorised, parents may be liable for a penalty notice of £60 or other legal action.

Rewards for Good Attendance: We give out individual certificates for excellent attendance, and also award points in assembly to those classes who have the best attendance each week. These add up until the class reaches the final goal of winning a sum of money to spend as they wish.

Punctuality: Learning begins at **8:55am**. Children who arrive late miss out on the first part of the lesson – this hampers their learning. Children can enter the classrooms from 8.45am.

We hope by working together we can support you and your child but if you have any concerns regarding attendance or punctuality then please come in and speak with us.

Yours faithfully,

Mr Cattermole, Headteacher Mrs Kidney, Deputy Headteacher Mrs Katharine Cooper, Attendance Officer