



Millfield Primary School

Grange Lane, Littleport, Ely, Cambs CB6 1HW
Tel: 01353 861612 Email: office@millfieldprimary.org
Principal: Mrs D M Hannaford
Assistant Principal: Mrs L Read



The Governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

7th January 2019

Dear Parents/Carers

Attendance

At Millfield Primary, we are passionate about delivering an excellent education to all children. We believe that access to this provision is the best way that a child can achieve highly both academically and socially. Millfield Primary endeavours to provide a safe learning environment in which children can enjoy and achieve, and acknowledge the proven correlation between high level attendance and pupil outcomes. We emphasise positive strategies and a range of interventions to ensure the highest levels of attendance. However when normal school procedures do not result in good attendance, a range of further measures, including legal action, have to be considered.

If your child is ill please call 01353 861612 or email office@millfieldprimary.org before 9:30am

What is an acceptable attendance rate?

Attendance is a national priority. National data clearly shows a correlation between high attendance rates and high achievement and examination performance.

Millfield Primary expect attendance at school to be 100%, unless there are exceptional or unavoidable reasons for absence.

- Attending school every day = 100% attendance
- Attending 4 and half days a week = 90% attendance = 4 weeks missed per year
- Attending 4 days a week = 80% attendance = more than half a term missed per year or 2 full years missed over the course of their school career.

Securing a high level of attendance requires the school and home to work closely together. To this end, we ask parents to:

- Do all you can to ensure your child arrives on time for school, the school gates open at 8:35am. We monitor persistent late comers and action will be taken: parents can be prosecuted if your child persistently arrives late.
- If your child is ill, notify the school on **each day** of absence by 9.30am.
- Get in touch at an early stage about any concerns you have about your child's willingness to come school.

The school will, in the event of any unknown absence:

- Contact home on day 1 of absence if no message has been received from home.
- Contact home over any unexplained absences.
- Visit the home if phone calls from school are not picked up/returned about a child's absence
- Contact the police if there is nobody at home regarding the point above and we have no knowledge as to the child's whereabouts

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- Follow up promptly any concerns parents pass onto us that may be affecting their child's attitude to, or feeling of wellbeing, in school.
- Regularly and consistently remind students of the importance of good attendance and punctuality.
- Reward excellent or improving attendance and action any concerns promptly.

Rewards for good attendance

To promote good attendance and to emphasise its importance Millfield Primary offers the following:

- Certificates of attendance
- The class with the best weekly attendance is able to sit on chairs in assembly rather than the floor
- At the end of the year children with a 100% attendance will be invited to an afternoon party to celebrate their efforts where they will also be part of a prize draw.

The school cannot legally authorise any leave of absence unless there are exceptional circumstances. The Department for Education (DFE) has issued guidelines to all schools detailing valid reasons or authorised or justified absences:

- A child is ill or receiving medical attention
- Days of religious observance, notified in advance
- Absence due to exceptional and unavoidable family circumstances (e.g. bereavement, serious illness).

Routine medical and dental appointments should be arranged out of school hours wherever possible.

Holidays during Term Time

In line with the Government guidelines parents/carers are discouraged from taking students out of school during term time. This may result in a warning and a possible fixed Penalty Notice being issued by the Local Authority.

As a school we are asked to inform you that, in line with Cambridgeshire County Council Policy, unauthorised absence may be subject to a penalty notice fine of £60 payable per parents, per child, increasing to £120 each if not paid within 21 days. If this fine is not paid within 28 days this may lead to court proceedings.

Finally

We take attendance seriously and have put a lot of time and energy into getting our procedures as efficient and effective as possible. It is clear that regular, consistent attendance is an essential pre-requisite for effective learning and for life in general. We urge you to give this matter the priority it deserves.

We should like to thank all of you who get your children here every day unless they are too unwell.

Yours sincerely,

Mrs D.M. Hannaford
Headteacher

Ms T O'Loughlen
Family Support Adviser