



Dear Parent(s)/Carer(s)

At Pennoweth Primary School we are keen to ensure that no child misses learning following periods of absence from school and we recognise how the parent/school partnership is essential in achieving this. Good attendance is crucial for success in school and for your child to achieve their potential and in light of this we will be introducing ways of celebrating good attendance as well as regularly highlighting our continued expectations.

Student Absence During Term Time

In March 2020 when schools were first notified that they must close due to COVID 19, the regulations were disapplied to ensure that no parent would be penalised for their child's non-attendance at school.

However, the circumstances have now changed and the DfE regulations have been reapplied. The expectation is that all children will attend school regularly from autumn 2020 with the legal responsibility falling to parents to ensure that their children attend.

Informing the school of absence

If a child has a genuine reason to be absent from school, parents or carers must:

- telephone the school on **each day of absence**, stating the reason for absence (preferably before 9am) on **01209 215671**.

In the event that children's attendance falls BELOW 93% due to ongoing illness we will ask parents to provide evidence in the form of a medical appointment card, emails, their prescriptions or referral letters.

If a child is absent from school, we will:

- contact parents/carers on each day of absence, in the unlikely event we have not heard from them
- invite parents/carers to discuss strategies and support plan for improvement if there is a pattern of poor attendance without genuine reason or regular contact from parent/carers.

In the case of lack of contact from parents/carers and consistent absence we would consider this a safeguarding matter as we feel a child may be at risk of harm if they do not attend school regularly. To ensure safety, we may conduct house visits, or inform the EWO if there is any cause for concern and we have not been in contact with parents/carers.

Appointments taken during term time

Parents/carers should endeavour to make non-urgent medical/dentist appointments outside the school day. However, in the event that an appointment(s) have to be made in school time, we would ask that you provide evidence of these appointments.

Punctuality

School starts promptly at **8.50 am**. This is an important registration point that allows us to ensure all children who should be in school are present and accounted for. Children who arrive late, miss valuable learning time at the start of the day and can find it difficult to enter a settled classroom.

Attendance Matters and Marvellous Me

To enable us to send out regular updates and celebrate attendance, we will be publishing a half termly newsletter titled Attendance Matters. In addition, we will be using Marvellous Me as a means of highlighting individual attendance achievements.

Attendance Rewards

At the start of each holiday period, we will identify those children who have achieved 100% attendance for the half term. These children will be rewarded by a 'Flash Break' (15 minutes extra playtime at some point during the school day).

At the end of each full term children who have achieved 97%+ attendance will be rewarded with an attendance star. Children can be rewarded with up to 3 stars per year - the initial star being Bronze, the second Silver and the third Gold.

If you have any questions, or wish to contact us for any support regarding attendance, please do not hesitate to get in touch.

Yours sincerely

Cathryn Andrews
Headteacher

General Data Protection Regulations. The information being collected will only be used within the guidance of the GDP regulations. More information can be found on our website. www.pennoweth.cornwall.sch.uk/dataprotection

