

# Statement of Attendance



At Newlyn School we recognise that regular school attendance is essential and that children need to enjoy their time in school to make the most of all the many opportunities available to them.

We work hard to raise awareness amongst our school community and help recognise that time missed at school can lead to gaps in children's learning that over time become difficult to fill.

At school, Simon Moore is our Attendance Officer who works with the Headteacher and Educational Welfare Officer to promote good attendance at school.



## We do this by:

- Ensuring that children's attendance is on every staff meeting agenda so concerns can be highlighted.
- Flagging up children whose attendance falls below 90%.
- Tracking children whose attendance persistently falls below 90%.
- Sending out letters to parents when concerns arise.
- Writing to parents to invite them in to discuss attendance following 2nd letter home.
- Monitoring both levels of attendance and broken weeks.
- Telephoning or text messaging absent children's parents daily if they do not ring in.
- Monitoring every child's attendance on a half termly basis, alongside the EWO, Alarna Trathen
- Referring parents to the EWO when no progress is being made.
- Giving rewards to classes whose attendance is the greatest every week.
- Posting the winning class' attendance on the school noticeboard and putting it in the newsletter.
- We reward individual pupils each term for 100% attendance.

## What we ask our parents to do to help:

- To ring school by 9.15am on the first day of absence and, where appropriate, give the school regular updates.
- To ask that they contact us if they have any concerns regarding their child who does not want to attend school - and to do this promptly.
- Requiring absence request forms are completed for any absence other than medical/illness, e.g., family funeral, holiday (only in exceptional circumstances) etc.
- To make sure that their child/children arrive on time.
- To show an interest in their child's learning, e.g., discuss termly overview with their child, visit their classroom and chat regularly with the teachers and TAs.