



Attendance Newsletter



Issue 1: September 2018

Dear Parents,

Every term you will receive an attendance newsletter. This will tell you about school initiatives and expectations, any attendance prizes and whole school attendance. The Local Authority and the Department for Education set all schools the **minimum expected target of 95%** attendance over the school year. **Our school is currently below this target and has been identified as a school needing to improve attendance.** Attendance is important because your child can not learn if they are not in school. If your child had an attendance figure of 90% every year of their primary school life they would miss over a year of their schooling. We need your help to raise whole school attendance. Below are our attendance Figures for the last 4 years.

2014-2015	2015-2016	2016-2017	Sept 2017
95.5%	96.0%	95.2%	93.4%

Attendance Management from September 2018

- Joanne Jameson is our Attendance Administrator and will call or text parents in the morning to find out about any unexplained absence. **It is important that you call the office and let them know if your child is poorly.**
- All parents will receive their child's attendance during termly parent /teacher consultations to discuss with the class teacher.
- For any child falling below 95%, attendance will be closely monitored and a series of interventions may be put in place to reach targets.
- The Attendance Officer Andy Foster will contact the parents of pupils with low or unexplained attendance and poor punctuality.
- Pupils who have consistently low attendance may be referred to the Local Authority Attendance Service for further interventions.
- Parents who remove their children from school for extended periods during term time without notice or authorisation may face a penalty notice or risk the loss of their school place.



REQUEST FOR LEAVE DURING TERM TIME

In line with Local Authority and National policy our school **does not authorise any holiday during term time**. If you wish to request leave during term time you must complete a form which you can collect from, and return to, the school office. **Leave will only be authorised in very exceptional circumstances.** Any unauthorised holiday **will** be referred to the Local Authority Attendance Service for the consideration of issuing a fixed penalty notice.

Weekly Attendance



The class with the best attendance for the week will receive a trophy in our Cheer Assembly. We will display their photo on the school website and they will have a class treat such as extra play time or golden time. The class with the best attendance for the half term will also visit the prize shop.

LATENESS: BEING ON TIME MATTERS Too!



School begins at 8.55am. If your child arrives after 8.55am they must go to the school office to register. Early Years children must be accompanied by their parents. They will receive a late pass from the office to take to their classroom so that the teacher knows they have been registered. Teachers record registers electronically and are unable to mark late children in. We record all late arrivals at the school office and parents will be asked to come in and discuss persistent lateness. **If your child is late it can lead to missed learning, an unsettled day and it also disrupts the learning of all the other children too.**

ATTENDANCE REWARDS

We know that there are many parents who work hard to ensure that their children come to school on time and who always call to let us know if their child is ill. We value attendance and have prizes and rewards to encourage good attendance. Below are some prizes and rewards that we currently run in school.



Going for gold: Medals



At the end of each term the children with 100% will receive a certificate and will visit the prize shop. They will also be entered into a raffle for some amazing prizes.

Children who have attendance of 98% and above over the half term will have a treat on the last Friday afternoon of that half term.

Children with 100% attendance for the academic year will receive a Medal.