



# Attendance Newsletter



Dear Parents,

The school is continuing to focus on attendance and punctuality and we are writing to remind you that we expect children's attendance to be at 98% in line with our Attendance Policy.

Currently, we remain below this and need your continuing support to ensure we hit this important mark.

Thank you to those families who have been working hard to ensure children's punctuality and attendance is high. Thank you for getting these important habits established early on in your child's life as it will make a difference in their futures.

We really do appreciate that you tackle the difficulties of getting young families ready to get to school on time so that children can begin learning on time and so that other children's learning isn't affected by latecomers.

There is a link between attendance and achievement and therefore it is very important that your child attends school every day unless there are **exceptional** circumstances.

## WHOLE SCHOOL ATTENDANCE FOR THIS HALF TERM

95.48%

**Aim for next half term - 98%**

1st	Reception	<b>97.25%</b>
2nd	Year 6	<b>96.83%</b>
3rd	Year 5	<b>96.51%</b>
4th	Year 3	<b>96.15%</b>
5th	Year 2	<b>95.44%</b>
6th	Year 4	<b>94.36%</b>
7th	Year 1	<b>93.22%</b>
8th	Nursery	<b>87.25%</b>

Total unauthorized absence **1.12%**

Total minutes lost through lateness **444**

## Why is good attendance and punctuality important ?

Education lays the vital foundations of a child's life. Regular and punctual attendance at school is key to both academic and social development, which in turn will improve the life chances of children and young people.

### What does 90% attendance mean?

- **90% attendance** = 1/2 school day missed every week!
- **One school year at 90% attendance** = 4 weeks of learning missed!
- **Over 5 school years of school** = 1/2 school year missed!
- All children and young people nationally whose school attendance is **90%** or below are considered to be persistent absentees.



## Punctuality Matters too!

**Missed minutes = missed learning = missed opportunities!**

As a school, we are aware lateness can severely affect achievement.

We monitor punctuality closely and have strategies in place to address lateness. Awareness of the impact of lateness is raised with pupils, staff and parents regularly.

Registration begins at 8:45am and all pupils are expected to be in their classroom at this time. Pupils arriving after this time will be marked as arriving late (L). The register will close at 9:15am.

On arrival after the close of register, pupils must immediately report to the school office to sign in to ensure that we can be responsible for their health and safety whilst they are in school.



## Family holidays and term time leave

Parents/carers should ensure that family holidays and any term time leave are arranged outside of school term time.

Parents/carers should not remove their child from school during term time without having first requested a leave of absence in writing to the Headteacher.

All Requests for authorised absence will be responded to in writing and will only be authorised in the most extreme circumstances.

If permission is not granted, but the child is still absent, the absence is classed as unauthorised and parents/carers may be issued with a penalty notice.



Well done and thank you to everyone who has helped reduce our absences and cooperated with procedures required by the DFE. A reminder about these is outlined below:

- If your child is unwell please inform the office by 8:45am on the days that they are absent.
- Please avoid making dental/medical appointments for your child during the school day; if an appointment is absolutely necessary please complete an absence authorisation form, available from the school office.
- **Holidays during term time will not be authorised.**
- **Any unauthorised absence may result in an immediate penalty notice of £60 per parent ,per child.**
- **If your child's attendance falls below 90%, the school will invite you in to discuss this.**

Children should be in class ready for registration at 8:45am, the doors close once the teachers have collected the children from the playground. Please make sure that your child arrives on time every day to ensure that they are settled and making good use of the morning. The children registered after 8:45am are considered late.

#### Rewards for Good Attendance

Attendance figures are provided to class teachers, pupils and parents on a half termly basis. An assembly is used to share figures with the pupils and award the attendance cup to the class with the best overall attendance figure for the week. We have one award for Key Stage 1 and another for Key Stage 2. The attendance figures are then posted on the noticeboard in the school office for parents to see.

Each term certificates are awarded to the pupils who have achieved 100% attendance without any late marks.

Towards the end of the year (end of the Summer term), all those pupils with 100% attendance will receive vouchers and certificates.

#### Upcoming events this term

##### October

31st Halloween Lunch for the children

##### November

12th—15th Book Fair 3:20pm — 4:00pm

16th Dental Screening for Reception —Year 4

19th Height and Weight Screening for Reception and Year 6

21st Reading Café for Years 1 and 2 at 2:00pm

##### December

13th Flu Immunisation for Reception —Year 5

19th December—2nd January Christmas Holidays

We return to school on 3rd January