



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. We will continue to send either a Red, Amber or Green attendance letter to you half termly so that you can keep track of your child's attendance.

WHOLE SCHOOL ATTENDANCE FOR THIS HALF TERM

95.65%

Aim for next half term - 98%

1st	Year 6	97.57%
2nd	Year 3	97.09%
3rd	Year 2	96.4%
4th	Reception	95.67%
5th	Year 1	95.63%
6th	Year 5	95.52%
7th	Year 4	93.09%
8th	Nursery	87.97%

Total unauthorized absence **0.76%**

Total minutes lost through lateness **925**

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 takes place between 8:40am—8:50am and all pupils are expected to be in their classroom at this time. Pupils arriving after 8:50am will be marked as arriving late (L). Children registered after 9:00am will receive an unauthorised late mark (U).

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.



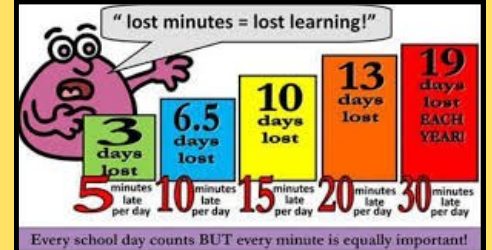
Family holidays and term time leave

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 Head teacher.

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 try to make it after registration, 8:45am and 1:20pm. The absence will then not affect your child's attendance.
- An absence authorisation form, available from the school office, needs to be completed for any absence from school. Evidence will be required in order to authorise the absence.
- **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 92%, the school will contact you to discuss this.**
- **Persistent unauthorised absence will result in Fast Track to court.**

Children should be in class ready for registration which takes place between 8:40am and 8:50am. Pupils arriving after this time will be marked as late. Please make sure that your child arrives on time every day to ensure that they are settled and making good use of the morning. Children registered after 9:00am will receive an unauthorised late mark.

We have a revised Attendance Policy on our website (redcastleschool.org.uk) if you would like further detail.



96% AND ABOVE

BETWEEN 92% - 96%

BELOW 92%

Please be aware 96% attendance is:

8 days absence per year from school and the equivalent to 11 weeks missed over 7 primary school years

95% attendance is:

10 days absence per year from school, 70 days or 14 weeks missed from a child's primary school education

90% attendance is:

19 days absence per year from school, 133 days (almost 3/4 of a school year) missed over their primary school career

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 and gift cards 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 gift cards and certificates for the summer term and the year.

This term 56 children achieved 100% attendance.



Upcoming events this term

January

- 3rd—Return to school
- 3rd—Year 5 Library visit
- 8th—Year 3 Cycling training
- 9th— Reception Cycling training
- 10th—Year 6 Cycling training
- 15th— Steps Gym
- 21st— Hearing and vision testing for Reception + Year 6
- 22nd—Flu vaccination for absentees
- 24th— Hearing and vision testing for Reception + Year 6
- 30th— Reading Café for Years 3 + 4

February

- 1st—Year 4 start swimming lessons
- 11th— Class photos
- 13th— Sports Festival
- 27th—Tag Rugby
- 15th— Break up for half term
- 25th—Return to school

January 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			