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8<sup>th</sup> November 2023

## Attendance update

Dear Parents and Carers,

As a school we want all our children to achieve and if a child is of compulsory school age, it is essential that they attend school regularly to allow them to fulfil their potential. For a school to be considered to have good attendance, pupils must have an attendance of at least 97%.

If a pupils attendance falls below 95%, we will be monitoring for improvement to attendance and if attendance is 90% it hits triggers for the child to be considered to be a persistent absentee and we are very concerned about this and have made it a key target for our school to improve attendance. We can only achieve this by working together. We are implementing attendance steps which will be in line with Local Authority and Government Guidance. The steps will involve a series of three letters which will be sent if your child's attendance becomes a cause of concern. These letters will go to families if:

Letter One	Sent to parents whose children have attendance below 95%
Letter Two	Sent to parents whose children have attendance below 92%
Letter Three	Sent to children whose children have attendance below 90%

Every single day a child is absent from school equates to a day of lost learning.

Attendance percentages can be misleading. For some parents 90% attendance may seem like an acceptable level of attendance. However, the reality is that 90% attendance means that your child will miss half a day of school each week or 19 days of school during the school year. That is nearly four school weeks.

The table below shows the amount of lost learning a child may have by missing school.

100% attendance	Zero days missed	Perfection!
99% attendance	Two days of absence across the year	Excellent!
97% attendance	Five days of absence across the year	Good
95% attendance	Nine days of absence across the year: one week and four days of learning missed.	Satisfactory
90% attendance	Nineteen days of absence across the year; three weeks and four days of learning missed	Poor
85% attendance	Twenty-eight days of absence across the year: five weeks and three days of learning missed.	Very Poor
80% attendance	Thirty-eight days of absence across the year: seven weeks and 3 days of learning missed.	Unacceptable

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75% attendance	Forty-six days of absence across the year: nine weeks and one day of learning missed.	Unacceptable
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## Incentives

We have a range of incentives in school so every child has the chance of receiving an award at some point during the school year.

- Each half term children who have 100% attendance for the half term will receive a 100% attendance certificate.
- We are a launching Bronze, Silver and Gold Attendance Award Certificates awarded at the end of a term, children who have 100% attendance for the full term will receive a bronze, silver or gold certificate.

Autumn Term 100%	Bronze Certificate	100%
Spring Term 100%	Bronze Certificate for 1 term Silver Certificate for 2 terms (Autumn and Spring.)	100%
Summer Term 100%	Bronze Certificate for 1 term Silver Certificate for 2 terms (Spring and Summer) Gold Certificate for 3 terms (Autumn, Spring and Summer.)	100%

- At the end of each full term any children with 97% attendance and above will be entered into a draw and a winner from each key stage (EYFS, KS1 and KS2) will be selected and awarded a gift voucher or a prize.
- Each week we have a class attendance rewards. The class with the best attendance will have an additional play and hold the attendance trophy for a week.

## Punctuality

Arriving at school on time and ready to learn is the best start to the day for our children. Even being 5 minutes late per day can add up to 3.4 school days missed.

Minutes Late Per Day	How Many School Days/Weeks Missed In 1 Year
5 minutes late	3.4 school days missed a year
10 minutes late	1.4 school weeks missed a year

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15 minutes late	2.6 school weeks missed a year
20 minutes late	2.8 school weeks missed a year
30 minutes late	4 school weeks missed a year

## Absences

Holidays during term time are not authorised and any holiday taken during term time will be recorded as an unauthorised absence. Any child absent from school due to a holiday will miss out on important learning and will fall behind with their school work. There are only 190 statutory school days leaving plenty of time for holidays to be arranged outside full to be arranged outside term time.

Please support us by making doctor, dentist and medical appointments outside of school hours when possible and ensure your child arrives at school on time.

If your child is genuinely unwell and unable to attend school, please telephone the school pupil absence line and leave a message by 9am. We must have a reason for every time a child is absent from school. If we do not receive a call or response to messages sent, we will be left with no choice but to conduct an attendance welfare check or inform the police or social services. Some of these measures may seem extreme but it is our duty to ensure the safeguarding of every pupil in our school community.

Mrs Gibbons  
Headteacher

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