

Attendance Letters and Monitoring

Dear Parent/Carers,

You will remember from the start of the year, one of the schools priorities is to improve attendance and punctuality. As a school we want all our children to achieve at their full potential and succeed. Good attendance plays a significant part in future success. Therefore, were constantly looking at ways of improving our practices for that to happen.

For a school to be considered to have good attendance we must have attendance of at least 96%.

Our school attendance is below 96%. We are very concerned about this and so 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.

We will now be monitoring attendance and punctuality via:

- Phone calls
- Letters
- Meetings
- Referral to the Attendance and Welfare Advisor from the Local Authority

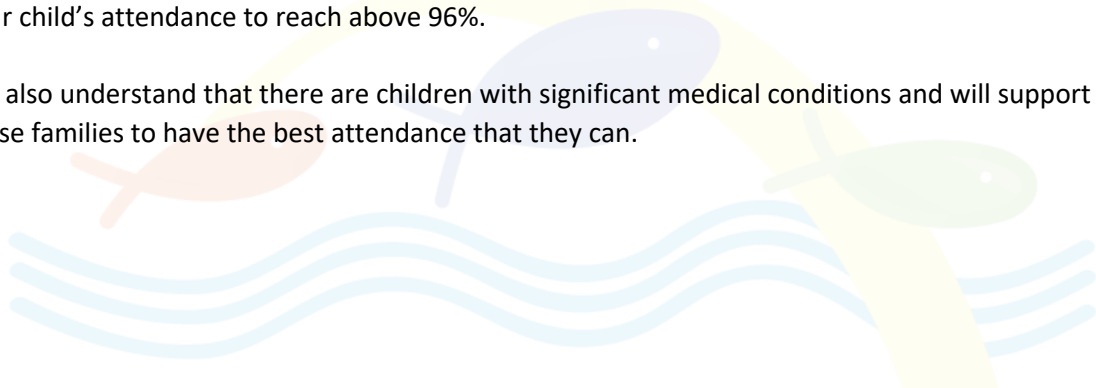
Letters:

Our drive to improve attendance will involve a series of three letters. Red and Amber letters will be sent if your child's attendance becomes a cause of concern. Green letters will be sent to highlight good attendance. These letters will go to all families, (even if our attendance team or AWA are currently working with you).

Green Letter	Sent to parents whose children have attendance above 96%
Amber Letter	Sent to parents whose children have attendance below 95%
Red Letter	Sent to parents whose children have attendance below 90%

Please do not be alarmed if you receive an attendance letter. The letter is to make you aware of your child's attendance from the start of the academic year, every half term and to encourage you to do everything that you can to maintain good attendance. We understand that most parents do inform us of absences for illness and other circumstances however we want to work with you to improve your child's attendance to reach above 96%.

We also understand that there are children with significant medical conditions and will support those families to have the best attendance that they can.



Absences:

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

Your letter will show the attendance percentage as a current attendance from the start of September to the current school term.

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

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. Persistent lateness can also be referred to the Local Authority and may be subject to a Fixed Penalty Notice.

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
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

We are taking a whole school approach to improve the schools attendance and punctuality. We are aspirational for our children and want to work with all families to make sure your child has the best possible education and want them to be in school every day that they can.

Kind regards,

Norma Marshall
Headteacher

