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Friday 22nd July 2022

ATTENDANCE AND PUNCTUALITY

Dear Parents and Carers,

I am writing to let you know that when we come back to school in September, we will be introducing new ways to improve attendance and punctuality across our school. We expect every child to have **at least 96% attendance**. This means missing a **maximum** of 7 days in the whole school year.

Please remember that there are very few acceptable reasons for a child to be absent from school. These are due to a child being too ill to be in school, an essential medical appointment or *exceptional* family circumstances.

Children should NOT be absent due to:

- A minor illness, such as a cold or headache;
- Dentist check-ups (These should be done after school or in the school holidays);
- Holidays;
- Going shopping, even for school clothes;
- Bad weather, unless the school is closed;
- Visiting friends or relatives.

From September, if your child is absent, members of staff will ask to see evidence of the reason for your child's absence, for example, a doctor's appointment text, letter or prescription. Please do not be offended if you are asked for this – this will be routine school procedure.

Other ways that we will improving attendance from September will be:

- A new attendance campaign aimed at children, to help motivate children to come to school every day. (This will be launched in the first week back).
- Rewards for children who come to school on time every day.
- Employing additional staff to work closely with families where attendance falls below 90%. (This is called Persistent Absence);
- A half-termly attendance report for each child;
- More members of staff asking parents for good reasons for a child being late;
- Raising the profile of attendance as an issue that everyone needs to play a part in, including pupils, families and all staff.

Our new term starts on Monday 5th September at 8:45. We look forward to seeing every child back in school on that day. (Reception and Nursery pupils have slightly different arrangements at the start of term.)

Thank you for helping us reach our 96% target for attendance.

We wish all families a very happy summer holiday.

Best wishes, *Mr Urry*