



# All Saints C. of E. Primary School

## ATTENDANCE NEWSLETTER

Head Teacher: Mrs J. Beech

### Attendance Matters

We firmly believe that the children that attend school regularly and on time thrive. They form and maintain good relationships with their friends, class mates and adults in school. Therefore they experience less fall outs and social interaction problems. They build resilience and develop in confidence. Regular attenders experience a sense of purpose, pride and belonging. Children that thrive at school are happy and healthy. They enjoy taking part in events and lessons and we see that they make good progress if they have regular access to what is planned for them. Parents that support this view are better equipped at supporting their children's learning, academic and social development. They encourage an early strong work ethic, motivation and ambitious children that want bright futures, options and choices.

### What do the percentages mean?

**100%-95% attendance** means you have missed 5 days of school 95% is the Department of Educations National Expectation for attendance. If attendance falls below 95% it is monitored by the school.

**94.99%-90% attendance** means that you have missed 10 days of school. Parents will be notified of poor attendance.

**89.99%-85% attendance** means that you have missed 15 days of school. A referral is submitted to Attendance and Prosecution Services.

### Punctuality Counts

The children start learning and begin tasks that are set out for them as soon as they enter the class room. They have the chance to prepare and settle themselves with everyone else which they prefer rather than walking in late and missing things.

Minutes per day missed during school year	Equals days' worth of teaching lost in a year
5 Minutes	3.4 Days
10 Minutes	6.9 Days
15 Minutes	10.3 Days
20 Minutes	13.8 Days
30 Minutes	20.7 Days

### Making a good start

**Did you know:** We let children start coming into school to prepare for their day and get settled at 8.45. The registers are open and completed at 8.50. Anyone arriving at school between 8.50-9am are late and are coded as 'L'. Anyone arriving after 9am are late after registration and are coded as 'U' which is an unauthorised absence. This code 'U' on registers means that even if your child does arrive at school it affects attendance and is counted as a missed mark. This also means children will not be eligible for that terms 100% club.

Late codes (L) and late after registration /unauthorised (U) are monitored by school and the attendance and prosecution service.

### Keeping in touch

It is really important that you report your child as absent so that we can maintain our records and registers accurately.

**Did you know:**

We carry out home visits if we have any concerns about attendance or well-being and can't make contact with you.

### **Attendance and Prosecution Service**

Every 6 weeks, the service visit and meet with Mrs Poxon and Mrs Beech to check registers and monitor absence. They investigate patterns of absence and trends and 'check up' on the attendance of any children that are being monitored- e.g. attendance has fallen below 95%. They expect to see improvements and ask for explanations and medical evidence where families have been asked to provide it due to attendance concerns. Persistent lateness or absence (attendance below 90%) is scrutinised by the service and procedures for managing absence are followed. This is essentially why Mrs Poxon is committed to working with families to ensure children are in school regularly and to support explanations for genuine periods of illness.

#### **Did you know:**

- Referrals have to be made to the Attendance and Prosecution Service when 10 sessions (5 school days) are missed over a 4 week period. This includes 'U' codes.
- Referrals have to be made when an unauthorised holiday is taken in term time.
- Referrals are made when there are persistent patterns of lateness.

When a referral is made you will receive notification from the Attendance and Prosecution service with the expectation that attendance is improved. Failure to improve will trigger a 15 day improvement notice to be issued which if not adhered to could lead to court action.

### **Helping you manage your child's Attendance**

It is in our interest to work together with families to fulfil our belief that children thrive when they attend school. If we notice, through our monitoring, that your child's attendance has dipped below 95% we will send you a letter to point out this concern and to make you aware so that you can best manage it. Whilst we do this we are of course sympathetic to genuine bouts of illness but it is our duty to make you aware. If attendance does not improve at this stage, we will issue a second letter asking you to work with us and provide medical evidence for further absences. In some circumstances we issue a third letter notifying you that a referral will be made as there has been no improvements or explanations for absence despite previous letters of concern.

### **100% Club**

Each term there is the chance for your child to try to be in the 100% club and have a 'rewards day' off timetable. If they make the club, children can come to school on rewards day in non-uniform, have breakfast with the other 100 percenters and have a fun day off timetable as a thank you and well done. At the end of the Spring Term we took 152 Children to the cinema to watch 'Sing' and back in school they took part in things like orienteering, Easter Egg hunts and archery. We change the 'treat' each term and encourage as many people as possible to give it a go and be in the 100% club. We are now in the third term and the registers will be checked from 3rd April running until the afternoon of 14th July and we will see how many people are eligible for the Summer Term 100% rewards day. The next rewards day will be held on Thursday 20th July. Good luck everyone!

### **Medical and Dental Appointments**

We all know these can sometimes fall in school time but did you know that your child does not have to miss a whole school day (2 sessions) and could still be eligible for 100% club? If your child can be in school to receive their morning session mark they could then be signed out at reception if you have an appointment card/ letter or electronic appointment notification. You can sign them back in straight after the appointment and in time for the afternoon session.