

14 September 2018

Dear Parents / Carers

Attendance News

Research shows that good school attendance impacts upon children's success in learning; good attendance helps them **to fulfil their potential** and gives them a **chance of a better future**. Every day that your child is absent from school is an opportunity missed. Schools and parents/carers have a **shared responsibility** to ensure that children attend school regularly.

We are committed to ensuring that every child fulfils their potential. From this year we will be implementing a 'Traffic Light' system across the school, to promote good attendance.



Danger Zone ~ inadequate attendance ~ **93% or less** = Red

At Risk Zone ~ attendance requires improvement ~ **between 93.1% and 95.9%** = Amber

Safety Zone ~ good attendance ~ **96% or more** = Green

At the end of each half term, parents / carers will receive their child's current attendance percentage and which zone this puts your child's attendance in - Green, Amber or Red.

The Government expects attendance of 96% or above.

If your child's attendance is in the red zone (Danger Zone), your child's attendance will be referred to the Education Welfare Officer.

In school we have a range of systems in place to recognise and reward good attendance, including most improved attendance and 100% attendance certificates at the end of each term.

It is important that children arrive in school on time as it supports them to learn good timekeeping and also reduces classroom disruption for the other children and themselves. A child who is late by just 5 minutes each day loses 3 days of education across a full school year!

We would ask that you avoid taking holidays in holidays in term time as any absence will disrupt their learning. If you wish to apply for an absence during term, please read the information leaflet and apply using the Absence Request Form both of which are available from the reception at each site.

Please be aware that failure to secure your child's regular attendance at school can amount to an offence contrary to S444 (1) of the Education Act 1996. In accordance with current guidance, any absence, if taken without authorisation by the Executive Principal/Head of school will be recorded as unauthorised and as such is capable of triggering a referral to the Local Authority Education Welfare Team and a Fixed Penalty Notice being requested.

May I remind parents that their child's attendance percentage is calculated on all absence. This includes any authorised absences (for example absence due to illness, medical appointments) and any unauthorised absences (for example, absence due to holidays or if no reason for the absence is received by the school from parents this is marked as unauthorised).

If you are experiencing any difficulties with your child's attendance or punctuality or would like to discuss any aspect of this letter or the attached leaflet, please contact the school office to arrange an appointment with the Attendance Officer who will happy to support you.

Many thanks for your continued support.

Yours sincerely

J Caisley

Mrs J Caisley
Deputy Head of School