



BOTHAL PRIMARY

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LOWER SITE: Wansbeck Road, Ashington NE63 8HZ **Tel:** 01670 812324

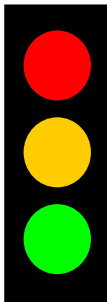
8 January 2020

Dear Parent / Carer

ATTENDANCE

Bothal Primary School is continuing to work closely with the Local Authority in order to improve school attendance and punctuality. We recognise the importance of working with parents and carers who have a legal responsibility to ensure their child achieves satisfactory levels of attendance.

Levels of attendance:



Red – Danger Zone - **Below 90%**

Amber – At Risk Zone – **91% - 96%**

Green – Safety Zone – **97% - 100%**

Bothal Primary School attendance target is 97%

How Parents/Carers can help to achieve this:

- Ensure your child does not miss unnecessary time from school for low level illness e.g. coughs/colds or head lice.
- If your child is absent, please contact school by 9.00am to provide a reason for absence and an expected date of return.
- Ensure your child arrives on time to school (phonics and literacy lessons are often missed when a child is late).
- Try to arrange medical appointments outside of school hours. Where this is not possible please provide evidence of appointments.
- Avoid taking holidays during term time – holidays count as absence and may be subject to a fine.
- Let us know if there is anything affecting your child's attendance. This may include issues not relating to illness. We will support you wherever we can.
- Encourage your child to form positive views about their education and attendance. They learn from you. A child who feels positive about school is more likely to attend every day.

How school will help to achieve this:

- We will contact you if we are concerned about your child's attendance and/or punctuality.
- For safeguarding reasons, if we do not hear from you regarding an absence we will attempt to contact you to establish where your child is.
- We can offer family/parental support if there are any difficulties at home affecting attendance.
- Our Attendance Officer may visit your home (unplanned) for any of the reasons below:
 - Your child's attendance falls below 97%.
 - Your child is continually absent for 3 days or longer without an acceptable reason.
 - You fail to provide a reason for absence.
- We have a duty to report poor attendance to the Local Authority who may decide to take legal action against any parent whose child is of statutory school age and who fails to achieve expected attendance levels without sufficient supporting evidence.
- Reward pupils for good or better attendance.

We hope that you will continue to support our school by promoting school attendance and by informing us if you feel there are any issues that are preventing your child from attending school regularly.

If you would like to discuss this further, please contact Mrs Robinson on 01670 813111.

Yours sincerely



Miss L Hall
Head of School