



EVERY SCHOOL DAY COUNTS

4. Attendance & Punctuality

Attendance

As you will be aware, a number of years ago the Department for Education removed Head Teachers' discretion in granting holiday permission for families in term time. For many families, we realise this puts you in a difficult position, but it is recognition of the importance of our children's education. Margaret Gilkes, our Learning Mentor, and I meet regularly to look at individual children's level of attendance, to spot any patterns that may arise and to arrange meetings with parents to increase attendance where there are any issues. Please remember to complete the 'Exceptional Absence Leave' form (available from the school office) well in advance of needing any exceptional leave.

Punctuality

Don't forget that classroom doors open at 8.45 am, with all children expected in class by 8.55 am at the latest. The school gate is locked at 9.00 to secure the site for all children. If children haven't arrived at school by this time they will need to go to the front office to register that they are late. Late children may not be taken to class straight away as an Assembly may have already started in the school hall.

Non-Uniform Friday

This year we will be running a new initiative to reward each class where all children have come into school for every day, each week. There reward will be to come into school in non-uniform on the Friday of that week - including the teachers! The cycle will run from Friday - Thursday inclusive. If you child's class have achieved this, we will notify you via School email, Dojo and Twitter. There will also be half termly, termly and annual events to celebrate the children with the most 100%'s, including the 100% trophy ceremony at the end of the summer term. **Obviously, children who have regular medical or other appointments will have these excluded from their 100% tally. More information to follow.