



Attendance Update

March 2021

New School Attendance Policy

Our new attendance policy has been ratified by the governing body and was shared with parents last week. It is also available on our website [here](#). The main changes to the policy are explained below.



Congratulations!



Well done to each of the classes below who have had the highest overall attendance in their year groups this week – in particular Classes 1.2, 3.2 and 3.3, who have had 100% attendance.

Our overall school attendance this week has been an impressive 98%!

Reception Barn Owls 99.7%	Year 1 Class 1.2 100%	Year 2 Class 2.3 97.9%	Year 3 Class 3.2 and Class 3.3 100%	Year 4 Class 4.3 98.7%	Year 5 Class 5.1 99%	Year 6 Class 6.1 and Class 6.3 99.3%
---------------------------------	-----------------------------	------------------------------	--	------------------------------	----------------------------	---

Lateness

Thank you to all those parents and carers who have ensured their child is arriving in school in line with the necessary staggered start times. Each classroom is open 10 minutes before the start of that year group's school day – please drop your child to their classroom at this time.

Year Group	Classroom Open	Day Begins
Reception	08:40	08:50
Year 1	08:50	09:00
Year 2	08:40	08:50
Year 3	08:50	09:00
Year 4	08:35	08:45
Year 5	08:40	08:50
Year 6	08:30	08:40

If we are concerned about your child's lateness you will receive a telephone call from a member of the Attendance Team. Should your child continue to be late you will receive a letter from us and could then be invited to a School Attendance Meeting to discuss how your child's punctuality will be addressed and improved moving forwards.

Attendance Process

Each half-term we monitor attendance across the school. If your child's attendance has fallen below 93% you will receive a letter from the Attendance Team.

Your child's attendance will then be reviewed and there have not been any improvements we will contact you to arrange a School Attendance Meeting.

At this meeting we will set targets for you to achieve in addressing your child's attendance. This will ensure success for your child at school and that further attendance meetings or a fixed penalty notice (fine) will not be needed.

Absence

If your child is unable to attend school you must telephone or email the School Office to let us know why your child is absent.

If you do not contact us to let us know why your child is off school, we must unauthorise their absence.



Attendance Team

The school attendance team work together to support families in ensuring their children attend school regularly and on time.

Our school attendance team is comprised of the following people:

Mark Freeman
Headteacher

Eva Stewart
Family Link Worker

Jo Bracken
Deputy Headteacher

Donna Lugg
Education Welfare Officer