



Sunnyfields Primary

Attendance Newsletter Autumn 2017

Dear parents/carers

Incredibly, we are already 4 weeks into the new school year. We hope your children have all settled well into their new classes. Thank you for all your support during the last school year. Our overall attendance figure was 95.9%. Please could you read the attendance procedures on this newsletter and ensure that you follow them at all times. These are in place for the health and safety of **YOUR** child and to ensure they reach their full potential.

The school day starts at 8:50am or 8.45am in Nursery

The KS2 school doors at the rear of the building will close at 8:55am, arrival after this time will mean that children will be given a yellow card by the member of staff on duty at the gate and they will be asked to enter school via the front KS2 door. This card is so the teacher is aware that the child has registered in school, keeping lesson disruption to a minimum. Please note that although the gates sometimes appear to still be open, this is to allow children to park their bikes and to let parents out who are already on the playground. Arrivals after 9am **MUST** go to the main office to be signed in by an adult.

The gate leading to FST and KS1 will be closed at 9:00am for the safety of our FST children and for parents to leave. Any children arriving after this time should also go to the main office to be signed in by an adult.

IMPORTANT ATTENDANCE and PUNCTUALITY PROCEDURES

Please phone school **EVERY** morning that your child does not attend, before 9:30am so that their attendance records are kept up to date. Did you know that you can also text the school? Our number is 01302 590088.

We do not consider a cold, cough, headache or tummy ache to be an illness that prevents your child from attending school. If they are complaining of this kind of illness, please bring them to school and if they deteriorate then we will call you to collect them. We often find that once children are amongst their friends and engaged in learning they feel better.

Please only keep your child at home if it is **absolutely** necessary.



Punctuality is a life skill which all children will benefit from in the future.

The late procedures are in place so that every child is entered onto the register and can be accounted for in the event of a fire.

Dental and medical appointments

We ask parents and carers not to arrange these appointments during school times, except in cases of urgency, so that considerable interference with school work is avoided. However, if this is unavoidable, just bring a hospital letter or appointment card into the office so we can keep accurate records. **Please do not keep children out of school for the whole day unless absolutely necessary.**

Letters you may receive - You may receive a letter informing you if your child's attendance has dropped below 96%. We are obliged to share this information with you in line with the Local Authority policy. Likewise, if your child's punctuality is a cause for concern, you may also receive a letter informing you of the number of times they have been late and how many minutes this adds up to. You will also receive a termly attendance certificate so you are aware of your child's attendance figure.

IMPORTANT - LEAVE OF ABSENCE DURING TERM TIME

Under current government guidance it is not possible for schools to authorise absence during term time unless it is an exceptional circumstance. If you need to take your child out of school during term time, please speak to a member of staff in the school office who will provide you with some further information and documentation that will need to be completed prior to any periods of absence.



Why is good attendance and punctuality important?

Education lays the vital foundations of a child's life. Regular and punctual attendance at school is key to both academic and social development, which in turn will improve the life chances of children and young people.

It's so easy for attendance to drop!

What does 90% attendance mean?

- 90% attendance = $\frac{1}{2}$ a school day missed every week!
- One school year at 90% attendance = 4 weeks of learning missed!
- Over 5 school years = $\frac{1}{2}$ a school year missed!

All children and young people nationally whose school attendance is 90% or below are considered to be persistent absentees.

Sam and Sammie regularly visit Sunnyfields to promote good attendance and punctuality so look out for them!



Our overall attendance figure for 2016-2017

95.9%

This year we are hoping to achieve at least 97%

**EVERY
SCHOOL DAY
COUNTS**

Do you know how we reward excellent attendance and punctuality?

Weekly - during mentions assemblies, classes are awarded our 100% punctuality trophy and if a class achieves 100% attendance they are awarded a certificate and given treats. If you have attended one of our Friday assemblies, you've probably noticed how competitive the teachers are! In addition to this, for each key stage, individuals with 100% attendance throughout the week will go into a prize draw to win toast and juice for 5 days - this is very popular with the children!

Termly - individuals with 100% attendance will be rewarded with a certificate.

Yearly - individuals with 100% attendance will be rewarded with a certificate and a £5 voucher, plus they will go into a prize draw for a more significant gift.

33 children with 100% yearly attendance were entered into a prize draw to win Smyths Toy Store vouchers

Congratulations to our winners-

Rachel Lumb - £50

Ethan Bell - £30

Harrison Bellamy - £20

If you require advice or information regarding Attendance and Punctuality, have difficulties getting your child to school or would like to know your child's latest attendance figure we will be more than happy to help you. Please contact Mrs Hides, Mr Crosby or Mr Richardson Tel: 01302 780386

Email: julie.hides@sunnyfields.doncaster.sch.uk