



# Attendance Newsletter

## Autumn Term 2017

Dear Parents/Carers,

I would like to say a special thank you to all parents/carers who have made a considerable effort to ensure their children arrive at school on time, every day and ready for learning!

For all of our new families, welcome to Whitehall Infant School. My name is **Mrs Chana** and I am the Admissions and Attendance Officer.

We are fast approaching the end of the first half of the autumn term and are celebrating the **221 pupils with 100% attendance** and **50 pupils with attendance of 95% and above.**

**Well done and keep this up!**

It is important for all parents and carers to be aware of the School Attendance Policy. It has been included as part of this newsletter and is in line with that of the Local Authority. Please see attached.

### The Importance of being on time



Since the beginning of the autumn term (5th September) we have had approximately **17** late arrivals in the morning. Below outlines the importance of being on time:

#### **Arriving to school on time (before the bell at 8:50am):**

- Gets the day off to a calm start
- Sets positive patterns for the future
- Helps your child to make the most of their learning
- Helps children to develop a sense of responsibility for both themselves and for others

#### **Arriving late (after 9am):**

- Gets the day off to an unsettled start
- Can put children in a bad mood and can be stressful
- Can be embarrassing for both parents and pupils
- Disrupts the learning for everyone
- Can become a habit
- Can lead to poor attendance
- May damage children's confidence
- May lead to children feeling confused or missing out on vital information and instructions at the start of the day

### Top Attendance Reminders

1. Please remember that school starts at **8:50am** (classroom doors open at **8:40am**).
2. If your child is unwell and absent from school please **call** the school on **01895 590112** and leave a message on the **absence line (option 1)** by **8:30am** each day.
3. We encourage any medical appointments to be made outside of school hours/in the school holidays. If your child has a medical appointment, we request a copy of the letter/appointment card to be brought in to the office.
4. Any requests for Exceptional Leave must be made in writing to the Head Teacher. It is important that you do not make any arrangements or travel plans before you receive a response. Mrs Bringan may also arrange to meet with parents to discuss requests, Taking leave without authorisation may lead to the Local Authority Participation Office issuing a fine.

### Working together for better attendance & punctuality

We understand that mornings can be challenging some days. At Whitehall Infant School we are here to help and support parents to help ensure your children have the best start possible. So lets work together and create a partnership. Please do come and speak to me in the school office to see how we can help, it may be something as simple as a reward chart or some stickers!

### The Importance of School Attendance...From Nursery onwards

Our whole school attendance target is 95% and above. In our fortnightly school newsletter we will be publishing our school attendance table to see where your child's class is ranked.

No absence	9.5 days absence	19 days absence	28.5 days absence	38 days absence	47.5 days absence
100%	95%	90%	85%	80%	75%
Good attendance		Poor attendance		Very poor attendance - serious impact on education	

Below is some further information to show the importance of good attendance and how this can affect your child's progress.

Something to think about - A **whole year** has **365 days**; a **school year** has **190 days**.

### A reminder of the school term dates

#### Autumn Term

**Half Term Holiday** - Monday 23<sup>rd</sup> - Friday 27<sup>th</sup> October 2017

**Autumn Term Ends** - Wednesday 20<sup>th</sup> December 2017

#### Spring Term

**Staff development day** - Tuesday 2<sup>nd</sup> January 2018

**Staff development day** - Wednesday 3<sup>rd</sup> January 2018

**Spring Term Starts at 8.40am** - Thursday 4<sup>th</sup> January 2018

