

Every school day counts



December 2018

A focus on attendance

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Dear Parents,

Our school is continuing to focus on attendance and punctuality and we are writing to remind you that we expect children's attendance to be at 96% - this is in line with government and Northamptonshire expectations too.

We currently have a number of children who are well below this attendance percentage and it is impacting on their learning.

THANK YOU SO MUCH to those families who have been working hard to ensure children's punctuality and attendance is high. **THANK YOU** for getting these important habits established early on in your child's life as it will make a difference in their futures.

Nursery and Reception attendance is equally as important as higher up the school and secondary education as it forms the bedrock for their future learning and attendance patterns.

We really do appreciate that you tackle the daily traffic, come rain or shine, many of you with young families, to get to school on time so that children can begin learning and so that other children's learning isn't affected by late comers.

There is a link between attendance and achievement and therefore it is very important that your child attends school every day unless there are **exceptional** circumstances.

Education lays the vital foundations of your 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 for your child.



Whole school attendance

Autumn Term 1 =
96%

Monkey Class 95.3%

Dolphin Class 95%

Tiger Class 95.8%

Elephant Class 96.7%

Lemur Class 96.2%

Sloth Class 97.1%

Penguin Class 96.2%

Flamingo Class 95.2%

Zebra Class 96%

Giraffe Class 96.6%

Aim for term 2 =
96.5%

Punctuality matters too...

Lateness affects achievement

As a school, we are aware lateness can severely affect achievement. We monitor punctuality closely and have strategies in place to address lateness. Awareness of the impact of lateness is raised with pupils, staff and parents regularly.

Registration begins at **9.00am** and all children are expected to be in their classroom at this time. Children arriving after this time will be marked as present but arriving late (L). The register will close at 9.30am.



On arrival after the close of register, parents must bring their children to the main office to sign in. They need to record the reason for the lateness. The register is a legal document and it is important that information is recorded correctly.



Missed minutes = missed learning = missed opportunities!

Family holidays and term time leave

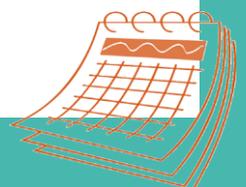
Parents should ensure that family holidays and any leave is arranged outside of school term time.

Parents should not remove their child from school for any other reason during term time without having first requested a leave of absence in writing from the Headteacher.

All requests for authorised absence will be responded to in writing and will only be authorised in the most extreme circumstances.

If permission is not granted, but the child is still absent, the absence is classed as unauthorised and parents may be issued with a fixed penalty notice. It is important that parents understand that the initial fixed penalty notice of £60 is issued to **each parent for each child**. A two-parent family with two children would be fined £240.

We ask that all parents inform the school, of any absences, as it is important that we know that the child is not missing from education. We have a duty to report all children missing from education to the Local Authority.





Well done and thank you to everyone who has helped reduce our absences and cooperated with procedures required by the DfE. A reminder about these is outlined below:

- If your child is unwell, please inform the office by 9.30am on the days that they are absent.
- If your child is regularly absent due to a medical condition, you will need to bring in medical proof to support the absence.
- Please avoid making dental/medical appointments for your child during the school day; if an appointment is absolutely necessary, please show your appointment card (preferably in advance) to the office as evidence for this absence.
- **Holidays during term time will not be authorised.**
- Any unauthorised absence may result in an immediate penalty notice of £60 per parent per child from Northamptonshire's Educational Improvement and Partnership Team.
- **If your child's attendance falls below 90%, the school may invite you to a meeting to discuss this and ultimately could result in prosecution, if attendance does not improve.**

The school day begins at 8.50am and the doors close at 9.00am. Please make sure that your child arrives on time every day to ensure that your child is settled and makes good use of the morning. The children registered after 9.00am are considered late.

We also encourage parents to be on time to pick up their child at the end of the day, as lateness can cause distress to your child.

Rewards for Good Attendance

Attendance figures are provided to class teachers, on a weekly basis. An assembly is used to celebrate the class with the highest attendance. The class receive an attendance certificate and five "Golden Moments".

Once the children have collected either 50 or 100 Golden Moments, they decide with their class teacher an appropriate treat or reward. The Golden Moments can be gained for good behaviour, teamwork and a variety of other things too!

Once a term there is an attendance focus. This is used as a way of raising the profile of good attendance and punctuality with the children. At the end of the term, certificates are awarded to those children with good attendance deemed to be above 96%.

Upcoming Events



Monday 7th January – Back to School

Thursday 17th January – SATs meeting for Year Two Parents. 9am and 6pm

Thursday 31st January – Nursery Photos

Friday 1st February- Men Behaving Dadly- a morning of activities for Dads, Grandads and Uncles to work in the class.

We are saying goodbye this term to Mrs Tobin in our office, who has a promoted post in another school, Mrs Allen and Mrs Morton who are both retiring from lunch supervisors. We thank them for their hard work and wish them well.