



Attendance Newsletter January 2019

Leading Learners

We reward pupils who achieve above 98% Attendance, those pupils whose behaviour is impeccable and who are a good role model to others on a termly basis. These pupils will receive a certificate.

Class attendance

Each week in celebration assembly class attendances are announced and published in the school newsletter. At the end of each $\frac{1}{2}$ term a reward is given to the class that wins; last year we had hall game activities, a movie and an ice-cream afternoon to name a few.



Early bird week

This term and next we will have two early bird weeks. The aim of these weeks is to promote an awareness of the importance of being on time. Pupils who obtain five stickers for that week will have a chance to win a prize/reward through a prize draw. Dates will be published in the school newsletter. This year's early bird weeks are 4th - 8th March 2019 and 10th - 14th June 2019.

Prize Draw


At the end of the summer term 2019 all pupils that have achieved an attendance figure of above 98% (missed 4 or below days) and have attended this school all year will be entered into a raffle prize draw.



Late arrival to school

The school day starts promptly at 8:55 am every day. The school gates are locked at this time; pupils who arrive after 8:55 am must enter school through our main reception at the front of the building. Parents will need to sign in their children and give a reason for being late. Parents/Carers of pupils that are continually late for school are at risk of being fined under the fixed penalty notice (Criteria A). This is currently £60 per parent, per child.

Absences from school

If your child is unwell please notify the office explaining the reason  on the first day of their absence. We do understand that children fall ill more-so in our early years and Keys Stage 1. If no reason for a child's absence is provided, we will try to obtain one through telephone calls or home visits. For persistent absences in some instances we may ask that you meet with the Pastoral Manager or Head Teacher at the end of a Half Term and in some cases we will seek help from other agencies.



Medical appointments

If your child is required to attend an appointment in school hours please notify the office and arrangements can be made for you to collect your child from school. It is important that your child attends school for some of the day where possible as this can still give your child a 100% attendance rate.

Holidays

No holidays will be authorised in school term time. However, you are required to notify us in writing of dates of absences as we have a duty of care to know where our children are. Failure to do this can lead to children being reported as missing from education. Holiday absences can lead to a Fixed Penalty Notice. (see below)

Fixed Penalty Notices



Additionally, school will continue to follow Local Authority and Government procedure with regards to Fixed Penalty Notices. Any parent/carer of a pupil that has 10 sessions (5 school days) of absence from school could lead to a fine. This is currently £60 per parent, per child. Changes have been made so that in the case of holiday absences, fines will be immediate (Criteria B).

If you have any queries about any of the information in this letter please contact the school for further help.

Mrs Husband