

## **Attendance Newsletter**

### **Summary**

- The school gates are open between 8:30-8:40
- If you are late, please bring your child to the school office so that staff are aware that the child is on the school site for safeguarding reasons.
- If your child is unable to attend school, please notify the school office by 9am with the specific reason.
- If you are experiencing difficulties with attendance or lateness, please speak to us and we can discuss the support that we can offer.

### **Attendance**

Being in school is important to your child's academic achievement, wellbeing, and wider development. Regular attendance allows your child to maintain relationships with their friends which contributes to better health and wellbeing.

156 children have been in school 96% or more of the time in the Autumn Term (no more than 3 days absence this term). This includes 74 children who have maintained 100% attendance this term.

96% or above attendance, gives your child the best chance of success. When they are absent for more than this, the class is moving on in their learning without them and it can be difficult for them to catch up multiple gaps each time they return.



We know that there are times when absence may be unavoidable or when you may require some extra advice and support. Please do speak to us about any barriers regarding your child's attendance and find out what support we can offer. You can speak to your child's class teacher, Mrs Jones in the office or Mrs Cullen.

If you are unsure whether your child is well enough to attend school, please use the following NHS guidance: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>. Unless accompanied with a high temperature, children can still attend school with a cough, cold or sore throat. If your child is ill for 15 days or more across a school year, the local authority may offer support with your child's education.

Please help us to help you when reporting your child's absence from school. You can do this by letting us know the symptoms that your child is experiencing or showing us their appointment letter/text. The reason that we ask for this information is to authorise absences where we can in line with government

policy. If we are not provided with a reason then we have to record the absence as unauthorised which could lead to a penalty. Please notify us of any absence by 9am either by Studybugs, telephone or email.

### **Punctuality**

The school gates are open between 8:30 and 8:40. If the gate is closed, please accompany your child to the school office to sign them in. The reason that we ask you to do this is for your child's safety; they need to be handed over to a member of school staff so that we are aware that they are in school and so they appear on our registers in case of emergency (eg fire evacuation)

Lessons start at 8:45am and children need time to move around the building and put their belongings away. Please ensure that they come into school between 8:30-8:40 so that they have time to do this and do not miss any of their vital learning time. If they are late, they will miss key learning in reading, spelling or handwriting.

Like absence, lateness needs to be recorded either as authorised or unauthorised in line with government policy. Again, we understand that on occasion your child may be late; please let us know the reason so that we can support you accordingly.