



Friday 13th January 2023

School Attendance – Every Day Matters

Dear Parents and Carers,

As we hand out our attendance award certificates in celebration Collective Worship today, I felt it would be a good opportunity to send out an attendance update letter to our parent/carer community.

Every day that your child has in school really does matter, and as you know we have been monitoring attendance very closely following the disruptions that Covid brought during the last few years.

As we reflect on the first full term (Autumn 2022) the attendance figures are:

Class 1: 93.56%

Class 2: 97.1%

Whole School Overall: 95.83%

While the school overall is above the 95% minimum level that Ofsted would expect, our target attendance is 97%+ so we have a little way to go.

This is an area that we rely, more than any other area, on your support and commitment as parents to ensure your child is in school every day that they possibly can be.

Unbroken attendance at school is important for learning. However, there will be times when absence is unavoidable and acceptable. If a child is ill, the best place for them is at home. These reasons would be classed as authorised absences.

Although it is preferable that medical appointments are made outside of school hours, we recognise and appreciate that this isn't always possible. We ask that confirmation of the medical appointment is provided to school e.g. appointment letter/card which will be recorded as an authorised absence.

Each absence is recorded in the register as authorised or unauthorised. Some examples of reasons for absence that we would not be able to authorise are:

- Shopping visits
- Care for family members
- Days out to theme parks or to attend concerts/shows/sporting events
- Parents work commitments or business trips
- Holidays taken in term time (including long weekends taken on Friday and/or Mondays)
- Parental illness
- Being out late at an event the previous evening

Unauthorised absences will be monitored and may be referred to the Local Authority if no improvements are evident after support has been offered by the school. In Nottinghamshire, parents can be issued with a fixed penalty notice if their child of statutory school age has in excess of 3 days unauthorised absence over a six- week period. For more details, please visit www.nottinghamshire.gov.uk/education and look under the sections relating to school holidays and absences.

We appreciate that it can be difficult for parents to keep track of attendance figures, so we hope to support you with this. At parents' evenings we will share your child's attendance data. In between these times, if your child's attendance dips below 95%, we will bring this to your attention via a letter and will offer a meeting with Miss Johnson Cooper or myself to see how we can support you in increasing your child's attendance.

I would like to reiterate that holidays should not be taken during term time, and I am unable to authorise holidays unless in exceptional circumstances. Where unauthorised holidays are taken and the criteria has been met, the school may need to inform the Local Authority to issue penalty notices.

Along with good attendance, good punctuality is also very important. Our doors open at 8.35am and the school day starts at 8.45am for registration. Teachers will be away from their class doors from 8.50am so they can focus on taking the register, and class registers officially close at 8.55am. If your child arrives after 8.55am, they are considered to be late, and will be marked as such on the school computer system. Parents/Carers will need to sign the register at the office please in the instance.

If children are late it impacts on lesson times. We really appreciate your support in getting your children to school on time, and as with attendance, we will monitor this and inform you if we are noticing that your child is regularly late. If you would like to discuss this matter further or you have any queries, please don't hesitate to get in touch with Miss Johnson-Cooper or myself.

Thank you for your continued support.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'M. Thompson', with a stylized flourish at the end.

Mrs Thompson

