

Friday 5<sup>th</sup> April 2019

Dear Parents/ Carers,

As I am sure you can appreciate, school attendance is central to raising standards in education and ensuring all pupils can fulfil their potential. The government has set a minimum target of 95% attendance for all children - allowing for periods of illness or particular circumstances when absence from schools is unavoidable.

Children of compulsory school age must, by law, receive a full time education. Each person with day to day parental responsibility could be taken to court or the school can apply to the Local Authority for a Penalty Notice Fine for each child who is not attending school regularly or who is persistently late.

The Education Act 1996 states that all pupils should attend school regularly and punctually. 'If a child of compulsory school age, who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.'

If your child is unable to attend due to illness or a medical appointment, please inform the school at the earliest opportunity. Any requests for absence during term time must be made by completing an 'Absence Request Form', which can be obtained from the school office.

It is imperative for your child to attend school regularly as this supports their learning – giving them the best possible start in life, enabling them to achieve better results and developing their friendships and social skills.

Alongside attendance is punctuality. Persistent lateness can cause embarrassment to the child, makes it harder for some children to settle and causes disruption to the rest of the class.

In the Summer Term, we would like to start a new initiative which encourages 100% attendance and punctuality for all classes. Every day that a class achieves 100% attendance and punctuality they will receive a letter from the word 'ATTENDANCE' – the first class to receive the whole word will get to choose a reward of their choice.

We will also be rewarding HEROs – **H**ere, **E**very day, **R**eady to learn, **O**ntime and those children who have made the most improvement with their attendance, half termly.

Children have been made aware of this initiative and we really need your help and support. So remember - the school door opens at 8.30am. Your child should be in school by 08.40am when the registers are taken. Any child who arrives after 8:50am, will be marked with an unauthorised absence code.

The school gates will close at 8:40 am and if you arrive after then, you must enter the school via the school office and sign the late book.

We thank you for your continued support.

Regards,

Mr Matthew Clifford

Headteacher