



# ATTENDANCE NEWS

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Dear Parents/Carers

Every half term you will receive an attendance newsletter. This will tell you about school initiatives and expectations, any attendance prizes and whole school attendance. We aim this academic year for the whole school attendance figure to finish above 96%. Here are our attendance figures over the last four years:

2012-2013	2013-2014	2014-2015	2015-2016
92.7%	94.4%	94.2%	94.8%

As you can see we have fallen below this target in previous years and we need your help to raise whole school attendance this year and ensure we meet our target.

**Attendance is important because your child cannot learn if they are not in school.**

Please read the information below carefully so that you know how we will be monitoring attendance.

- ❖ Carol Brown is our Attendance Administrator. *It is important that you contact school either by telephone, e-mail or visit if your child is unwell.*  
If we do not hear from you Carol will call or text parents in the morning to find out about any unexplained absence. In circumstances where no explanation for an absence is received and we have not been able to make contact with you we will make a visit to your home.
- ❖ The parents of a child falling below 95% will be sent a letter to make them aware their child's attendance is slipping and ask for their support in ensuring it improves.
- ❖ If no improvement is made following the letter you will be invited in to meet with the Family Support team to discuss the reasons for the low attendance and ways in which we can work together to ensure it improves quickly.
- ❖ Pupils who have consistently low attendance may be referred to the Missing Education and Child Employment Service for further investigation and a penalty notice may be issued.
- ❖ It is the decision of The Principal, Mrs Hammond, to decide if an absence is unauthorised or authorised. We are unable to authorise minor ailments eg. tummy aches, sore throats, headaches(with no other symptoms), headlice. Please contact school for advice if you are unsure whether your child is too unwell to attend.
- ❖ If your child is unwell we may request medical proof in order for us to authorise the absence. This can be in the form of an appointment card, doctors letter, copy of a prescription or named/dated tablet or medicine label.
- ❖ Please always try to book dental, opticians and non urgent doctors appointments for outside school hours. If your child has to attend an appointment during

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## Lateness: BEING ON TIME MATTERS TOO!

### Registration begins at 8.45am.

Please ensure all children arrive for school on time.

If your child arrives after 8.55am they must go to the school office to register. Children that arrive after 9.05am will be issued with a red slip showing how many minutes late they are. This lost learning time will then be made up during the lunch break. If your child is late they start the day unsettled and it disrupts the learning of all the other children too.



We know that there are many children and parent carers who work very hard to ensure that their children do come to school on time everyday and always call to let us know if their child is unwell. Every term we reward children to encourage good attendance.

Many congratulations to all the children who were awarded prizes at the end of last term for excellent attendance from April to July. A record number of 110 children achieved 95% and above and a further 86 children achieved 100%.

An amazing 27 children achieved 100% attendance for the whole school year 2015/2016. This is a fantastic achievement and they were rewarded with fantastic prizes of either an MP3 player, digital camera or Vtech Innotab.

A big WELL DONE to everyone who achieved a prize. Keep up the good work this term and throughout the forthcoming year as more prizes will be awarded at Christmas.

Lots of children not only received attendance prizes but also received awards for positive behaviour and progress. This clearly shows that the less time your child has away from school the greater they achieve!