

Attendance and Punctuality

Dear Parent/Carer,

What a fabulous start to the new school year! The whole school family is looking forward to learning, progressing and having fun together. Regular and prompt attendance is crucial to your child thriving this year. Every child has a right to access the education that they are entitled to by law. At school we endeavour to work alongside parents to ensure that this happens.

Please note the following:

- School operates a first day response system. If you have not contacted the school with regards to lateness or sickness a member of the office team will contact you.
- As a school we must keep an attendance register at the beginning of the morning and afternoon sessions and report pupils who fail to attend regularly or accrue unauthorised absences of more than two weeks.
- If you fail to contact school, offer no medical evidence for sickness or appointments then an unauthorised code will be recorded next to your child's name.
- Requests for leave during term time must be sought by completing a Special Leave request form which can be obtained from the school office.
- Unauthorised absences, holidays during term time and excessive lateness may incur a penalty notice.

It is only through working in partnership with school that your child will reach their full potential.

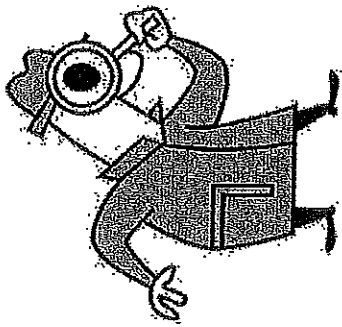
Please note chart attached to the back of this letter.

Kind Regards,

A handwritten signature in black ink, appearing to read 'N. Potts'.

Nichola Potts

Headteacher



It all adds up!!

	THRESHOLD ATTENDANCE	ACTUAL ATTENDANCE	WHOLE DAYS ABSENCE	LEARNING HOURS LOST
EXCELLENT	100%	190 days	0	0
	99%	188 days	2	10
GOOD	98%	186 days	4	20
	97%	184 days	6	30
	96%	182.5 days	7.5	37.5
SATISFACTORY	95%	180.5 days	9.5	47.5
CAUSE FOR CONCERN	90%	171 days	19	95
	89%	169 days	21	105
	88%	167 days	23	115
	87%	165 days	25	125
UNSATISFACTORY	85%	163 days	27	135
SERIOUS CAUSE FOR CONCERN	80%	153 days	37	187.5
	84%	159.5 days	30.5	152.5
	83%	158 days	32	160
	82%	156 days	34	170
	81%	154 days	36	180