



Primary News

12th October 2018

Dates for your diary

Weds 17 th October	Harvest Festival 9.30am Church
Fri 19 th October	PTFA Cake Sale 3pm
Mon 22 nd – Fri 27 th October	Half Term Break
Mon 29 th October	Children return to school
Fri 2 nd November	PTFA Autumn Disco 3.30 – 5.00pm
Weds 7 th November	Parents' Evening
Wed 14 th November	Pantomime in school Jack and the Beanstalk
Thurs 22 nd November	Flu Vaccinations Reception – Year 5
Friday 30 th November	Christmas Fair 3pm

Spotlight on Attendance

At our school, we are committed to providing a full and inclusive education to all and to encourage our students to strive for excellence. Regular school attendance and good punctuality are crucial factors in pupils achieving their full potential. By getting your child to school on time every day, you help build their future success. For this reason we encourage good attendance, regularly monitor attendance and take action when needed.

We have termly attendance register checks from the Dorset Local Authority when percentages of absences are monitored and trends identified.

The majority of our absences are due to illness. We have a 48 hour absence policy for vomiting and diarrhoea and follow NHS guidance for other contagious illnesses. However if your child has a milder illnesses, please do carefully consider if they really are too unwell to attend school

Our target attendance figure is 97%. As you can see in the table below, our whole school attendance for 2017/2018 was only 93.3%.

Your child's current attendance percentage will be shared with you at our Parents' Evening on 7th November.

Illness Absences

Obviously, children get ill occasionally. If a child cannot attend school, parents/carers should contact the school before 8.45am giving the nature of the illness and expected length of time absent.

You **must** then call us every day of your child's absence, or the absence will be recorded as unauthorised. If we do not receive a reason for your child's absence then we will try and contact you to find out why your child is not in school. If we are unable to contact you, we may ask an officer from the local authority to carry out a home visit.

Should your child have persistent illness absences, you will receive a letter from us asking you to provide medical evidence before we can authorise any absences.

Wherever possible, we would ask that medical appointments be made outside of the school day, although we understand that this is not always possible. If your child does need to attend a medical appointment (e.g. dentist, doctors, hospital), you may be asked to provide evidence of this appointment. This can be in the form of a compliment slip from the surgery/other, giving your child's name and date of appointment, with an official signature and stamp.

Holidays in Term Time

Please remember that we are **unable** to authorise holiday during term time.

Holiday taken during term-time has an impact on your child's learning and attainment.

Leave of absence applications are intended for families where there is an **exceptional** circumstance that requires a child to be away from school. If you believe that you have an exceptional reason for requesting leave of absence, please complete a leave of absence form, available from the school office. In line with the Government's latest advice, if children are taken out of school without the Head of School's authorisation, a Fixed Penalty Notice may be issued by the local authority.

Your children only attend school for 190 days out of 365. This leaves 175 days for holidays.

Please book your holidays during these 175 days of school holidays.

<u>2017/2018</u>	<u>Ladybird</u>	<u>Butterfly</u>	<u>Bumblebee</u>	<u>Dragonfly</u>	<u>Whole School</u>
Percentage attendance	94.8%	93.6%	92.2%	92.7%	93.3%
Illness	2.8%	3.7%	2.3%	3.3%	3.1%
Medical	0.4%	0.4%	0.2%	0.3%	0.3%
Exceptional Circumstances	0.5%	0.2%	0.9%	0.8%	0.6%
Unauthorised Holiday	0.4%	0.5%	0.4%	0.6%	0.5%
Other Unauthorised Absence	0.1%	0.2%	0.2%	0.3%	0.2%
Children with attendance below 95%	9	12	7	10	38
Children with attendance below 90%	0	4	2	3	9
Children with attendance below 85%	0	1	2	3	6
Children with attendance below 80%	0	1	1	1	3

Monitoring Attendance

We do not expect any parent/carer to bring their child to school unwell, yet we have a duty of care to monitor attendance. We need your full support to ensure that your child attends school on time, every day. Regular attendance is a legal requirement and is vital for pupils to maximise their learning and achieve their full potential.

How do we categorise attendance?

Group 1: No Concern - Green Group

The child attends for 97% - 100% of the time.

Group 2: Concern - Yellow Group

The child attends for 95% - 96.9% of the time.

Group 3: Risk of Underachievement - Amber Group

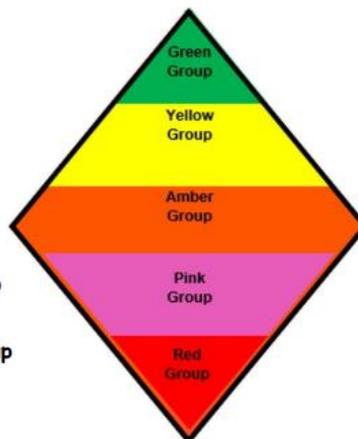
The child attends for 93% - 94.9% of the time.

Group 4: Severe Risk of Underachievement - Pink Group

The child attends for 90% - 92.9% of the time.

Group 5: Extreme Risk of Underachievement - Red Group

The child attends for 0% - 89.9% of the time.



Parents and Carers

Parents and carers have a legal responsibility to ensure that their children attend school regularly and stay in school for every lesson after they have registered.

What is expected of parents and carers with regard to attendance?

- To keep requests for their child to be absent to a minimum
- To provide a reason for any period of absence, before the absence or on the first day of absence and any subsequent days
- To ensure that their child arrives at school on time, properly dressed, with the right equipment (such as PE kit) and ready to learn.
- To offer a valid reason for any lateness.
- To work closely with the school and Local Authority Attendance Officer to resolve any problems that may hamper a child's attendance.
- To take family holidays during school holiday periods.
- To be aware of curriculum requirements and be especially aware of being present and punctual during important academic, children are given assessments tests every term to ensure they are fulfilling their potential.

School registers

Registers are taken promptly at the start of the school day at 9am. Children who are not present at the start of the school day will initially be marked absent. If they arrive within 15 minutes this will be changed to 'present but late'. Lateness for any child arriving after this time will require either a letter or a verbal explanation to a member of the office team.

All reasons for lateness will be recorded.

Lateness of more than 30 minutes is likely to be marked as unauthorised absence.

Being 15 minutes late each day is equivalent to missing two weeks of school over the year.

Lateness is just as detrimental as non-attendance and could also lead to a Fixed Penalty Notice which results in a fine.

The start of the school day is a very important time for children to develop their social skills with their peers; they need to have the chance to catch up with their friends before the school day starts as this is a way to ensure they settle in well.

The start of the day contains essential input for learning from your child's teacher and they do not have the time to re-teach this information to a latecomer.

A late child may then be unable to access their work and become disruptive and thus start their day with a negative mindset.

What it means to miss school

- Every day of school missed by a pupil reduces their attendance by 0.5%.
- Although 95% attendance sounds good, it means that your child has missed ten whole days of school.
- Twenty whole days of school have been missed if a child's attendance is 90%.
- If a child has 85% attendance over a school year, they will have missed 6 weeks or **half a term** of schooling.
- School is a fast-paced learning environment and missing even a day can seriously affect your child's ability and stunt their progress.

Days Absent By End of Year.	Equal to Absence Percentage	Overall Attendance Percentage by the End of Year
1	0.5%	99.50%
5	2.5%	97.50%
10	5%	95%
20	10%	90%
30	15%	85%