



ST. PETER AT GOWTS
CofE PRIMARY SCHOOL

Unlocking the potential in all,
empowering a community of hope.

ATTENDANCE MATTERS!



EVERY DAY IS IMPORTANT FOR EVERY CHILD

We would firstly like to give all of our families, new and old, a warm welcome back to school!

We continue to work hard to ensure that the children at our school have access to the best teaching, learning and nurturing environment that we can offer. If children are not at school we cannot give them these opportunities.

The Government continues to be focussed on schools whose attendance is below 95% and expects schools to report on absence - individual and whole school. The Government has set high standards for attendance. We understand that your child may be ill or you may have difficulty getting your child to school, but we are here to support you and your child.

EXPECTATIONS OF PARENTS AND SCHOOL

School have robust systems in place, which are continually reviewed to ensure we are following guidance given to provide a safe environment for all of the children and adults in school.

We expect a child's absence or lateness to be reported to the school before 8.40am, this will be recorded on your child's attendance record.

Any child/ren that are not in school and with no prior contact from parents/carers advising us of their absence and once we have exhausted our procedures, the school staff will complete a safe and well check to the child's home address.

We expect that all children attend school on time, any child/ren registered after 8.45am will be recorded as late.

Termly attendance data is monitored and school will inform you on your child/ren's attendance percentage should it drop lower than 95%.

Persistently late or children with attendance that falls under 95% will have contact from the school.

- Between 91% - 95%, you will receive a Parent Mail to inform you that your child's attendance is below the national expected. We understand that your child may have a valid reason for not attending school, part of our school's policy and advice given from the Government states that we need to inform parents of their child's attendance.
- 90% and below, an appointment for an attendance panel meeting with our school's Parent Support Advisor will be arranged. This is an opportunity for us to discuss any support school may be able to offer. This has had great success with parents, for example parents not knowing that school can administer medication.
- If your child's attendance continues to fall under 90%, your child will fall in to 'persistent absentee' category. In this case you will receive an appointment as above including the attendance of the Headteacher. This meeting will then determine whether it is necessary to involve the support of the Education Welfare Service and possible Fixed Penalty Notice will be issued.

As a school we understand that children fall ill and this cannot be helped. We would advise that children with illnesses that need to be cared for, do receive that care at home.

HOW WILL WE KEEP PARENTS INFORMED?

1. Top year groups from each key stage are identified and recognised every week for top attendance and included on the Newsletter and our website.
2. First day call, if a child is not in school and we have no reason or you have made no contact for absence, we will call you before 9.30am. If necessary we will carry out a safe and well visit if we have had no contact from parents/carers by 10am.
3. Individual communications from the PSA to parents and children whose attendance is 95% and below.
4. Individual communications from the PSA to parents of children who are regularly late for school.
5. Individual communications from the PSA to parents to let them know if attendance has improved.
6. Communication from the PSA to individual children whose attendance has improved.

WORKING TOGETHER TO IMPROVE ATTENDANCE

It is so important for school and parents to work together to ensure all children are attending school as many days as possible. Below is a table that shows how many days over an academic year can affect your child's attendance percentage.

Percentage of Attendance	Approximate number of days absent
95%	10 days
90%	19 days
85%	29 days

There is so much we can achieve by working together to improve attendance. Please take the time to read this leaflet and to work with the school to get your child/ren into school, on time and on track to enjoy learning.

We are available to talk to you about attendance issues, and support you in getting your child/ren in to school on time.

Please telephone school for information and advice - 01522 880071.