

Wednesday 20th SEPTEMBER

Attendance & Punctuality

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AIMING HIGH TOGETHER



ATTENDANCE AND PUNCTUALITY BULLETIN

This year our attendance and punctuality drive continues. We will be working closely with Local Authority officers who will be meeting with senior leaders regularly to discuss attendance and punctuality and going through our registers to identify families who require support, warnings or need EPN's (fines) to be issued.

Warnings and EPN's will also be issued for 10 lates.

Last academic year, throughout the summer term, we shared with parents and carers changes to the start of the school day. They are as follows:

Reception and Key Stage 1

SCHOOL STARTS AT 8.50AM - CHILDREN MUST BE IN CLASS BY 8.50AM - not coming in at 8.50 am as this is when their lessons begin. Reception and KS1 gates open at **8.40AM** allowing plenty of time to bring KS2 children round to their gates. **KS1 gates close at 8.50am NOT 8.55am. Only Park road gate will be open until 8.55am.**

SCHOOL FINISHES AT 3.20PM

Key Stage 2

SCHOOL STARTS AT 8.55AM - CHILDREN MUST BE IN CLASS BY 8.55AM - not coming in at 8.55am as this is when their lesson begin. KS2 children can go to the main playground at 8.40am if they have a younger sibling - staff will be on the yard supervising until the Park Road gate is open.

Holidays will only be authorised in the most exception circumstances and evidence to support your form **MUST** be included. The principles for defining exceptional are: 'rare, significant, unavoidable and short' with unavailable meaning an event could not be reasonably scheduled for another time.

The attendance team will be actively out and about during the Autumn term on home visits if an illness has not been phoned in. Illness needs to be confirmed with supporting medical evidence (dependent on attendance during the end of last academic year) or a holiday is suspected after three days absence. If your attendance was below 94% last academic year,

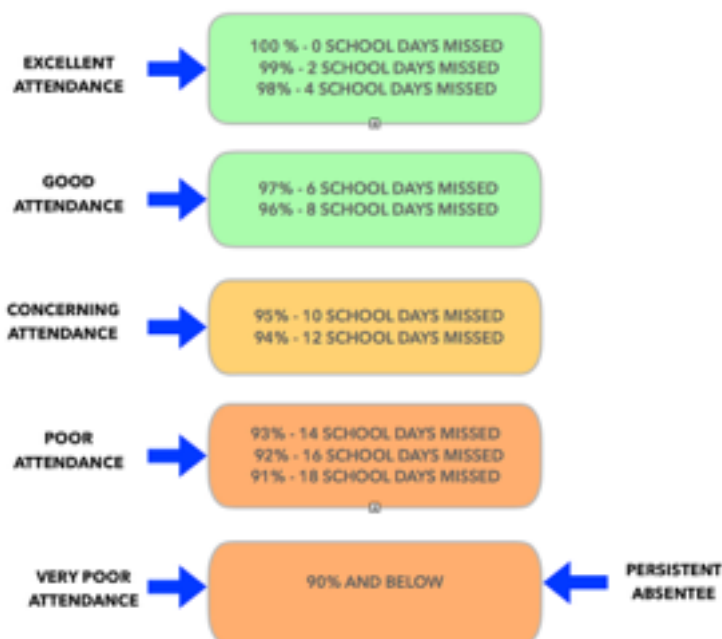
It is important your child attends school every day. The impact on their progress and attainment if they miss school can not be underestimated. These children will struggle to make progress and meet their age related expectations at the end of each school year.

Being late does have an adverse impact on your child. It often leads to panic and anxiety because they are missing the start of their lessons, walking in when everyone is settled and working and missing that important time with class teacher at registration before the day begins. Lateness disrupts lessons and is embarrassing for the child.

Pupils should NOT be picked up before the end of the school day. We will be logging lost learning and aim to meet with parents with the local authority officer with those who repeatedly pick up early or have a pattern such as FRIDAYS. EVIDENCE of medical appointments MUST be provided.

School office - some parents have shared with school that they feel the office is too busy to have confidential conversations with the office staff. If everyone comes to school ON TIME then the school office would not be so congested, with all of the late families that arrive after the gate has closed up to 9.30am. Some children have the school office as an entry point to school due to diagnosed anxiety issues. Again, it is very difficult for these children to come in to school when the office is congested with lates. The message here is...Be on time for school BEFORE the gates close. We will make sure that the gates close on time and not a minute early. We will be running on I phone time as this is what the majority of families are running on.

BELOW IS A GUIDE TO EXPLAIN EXACTLY WHAT YOUR CHILD'S ATTENDANCE MEANS!



Please support us in ensuring your child receives their quality education.
Children have the right to be at school and learning.
We care about your child's education.
Aiming High Together