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Attendance Newsletter – Autumn 2018

Dear Parents & Carers,

As a school we are driving towards improving our attendance. Below are key points of information for you to know about attendance at Bentley New Village.

**Target**

Our school target is 97%. We want all children to attend school every day.

**How we celebrate**

We celebrate attendance in the following ways:

* Termly Certificates: Gold 100%; Silver 99%; Bronze 98%
* A Platinum Certificate for 100% attendance over 2 terms
* An Excellence in Attendance award for 100% for the entire year
* A trophy for a full year’s attendance of 100%
* A half termly attendance celebration for attendance 97% or above for that period
* A half termly prize is awarded to a pupil in Foundation, KS1 & KS2 for attendance over 97%
* Weekly attendance assemblies to celebrate the class with the best attendance
* A chocolate cake to any class with 100% for the week

**Medical Appointments**

All appointments are expected to be outside of school hours.

**If a medical appointment is arranged for during school hours, school expect that your child is brought to school beforehand and returned after this appointment.**

If an appointment does need to take place within school hours, the parents should demonstrate that the appointment is vital and only available during that time. School has the right to authorise, or to not authorise these absences if attendance is a concern.

**Absences from School**

If your child is absent from school, the office must be notified as to the reason of absence. School will contact you, or invite you into school to discuss the reason of absence if one hasn’t been received.

**Home visits**

School may carry out a home visit if your child is absent and we are concerned about their attendance and well-being.

**Where attendance is a concern**

Attendance at school is a **legal requirement**. As a school, we are required to take action to ensure that your child is accessing their education.

Persistent Absenteeism (PA) is when your child is regularly absent from school, causing their attendance and well-being to be a cause for concern.

Attendance of 97% - Attendance Letter 1

If your child’s attendance falls to 97%, you will receive a Letter 1 to inform you that your child’s attendance is a concern and will be monitored closely for a two week period.

Attendance of 95% and Attendance Letter 2

If attendance continues to drop within the monitoring period or reaches 95%or below, you will receive a second letter requesting a meeting with school to discuss support to increase your child’s attendance. An Attendance Agreement will be discussed and signed by all attending the meeting. School will closely monitor your child’s attendance following this meeting for a further two weeks. If the meeting is not attended, school will call to re-arrange. School will only authorise further absences if a valid reason for absence can be demonstrated.

If attendance continues to fall

If your child’s attendance fails to improve following the meeting with school, school are required to make a referral to the Education Welfare Office who may issue a fine (an Education Penalty Notice) or pursue a prosecution.

**Punctuality**

School doors open at 8.45am and close at 8.55am when school begins. Your child will be considered late after this time. Any lateness after the register closes will be considered to be an unauthorised absence and will be recorded as such. Lateness will always be challenged.

To challenge lateness, school will:

Speak to parent / carer at the point of drop – off

Send a Late letter home for persistent lateness

Hold a meeting with parents & carers to discuss support & strategies

Make a referral to the Education Welfare Office if no improvement occurs.

**Family Holidays during term time**

For an absence up to five days with attendance above 97% - the absence will not be authorised and a fine will not be issued.

For an absence over five days and / or with attendance under 97% - the absence will not be authorised and a fine will be issued.

**Our Attendance Policy can be found on our school website.**

**Refer to Section 7 of the Education Act 1996**