

Drove Primary School

Attendance and Absence Newsletter

Term 2



Welcome back

We hope you had a lovely and restful half term with your families.

Throughout the school year, we'll be sending out three attendance newsletters. These will keep you informed with key updates and important information about attendance at Drove.

At Drove, we believe that good attendance is vital to giving every child the best possible start in their education. Being in school every day helps children build confidence, develop positive learning habits, and take part in new experiences and opportunities.

Regular attendance also supports children in developing responsible and consistent patterns of behaviour that will benefit them throughout their lives.

Attendance percentage and days missed

At Drove, 97% attendance is classed as "Good", and 100% attendance is classed as "Excellent". Anything below 97% is deemed "Requires Improvement".

Attendance %	No. of days missed
100%	0 days
99%	1 day
98%	3 days
97%	1 week
96%	1.5 weeks
94%	2 weeks
93%	2.5 weeks
92%	3 weeks
90%	3.5 weeks

Reporting an absence:

Your child's absence can be reported by calling the Main School Office on **01793 818608** or via text message. If no answer via phone call, please leave a voicemail.

School Gates Open: 08:20am
School Gates Close: 08:30am

Heading into Autumn/Winter

As the weather turns colder, we know that coughs and colds can become more common. However, in most cases, children are still well enough to come to school.

All of our Teachers and Teaching Assistants are First Aid trained and will always keep a close eye on the children. If a child becomes too unwell during the day, we will contact you and arrange for them to go home.

If you're ever unsure whether your child should attend school, you can check the NHS guidance here:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

We are also available so please give us a call on **01793818608** for advice.

SBC New Fining Process

If you wish to take your child out of school during term time, please complete a pink request form available from the main school office. Please note that school attendance is a legal requirement for all statutory school-aged children. Any unauthorised absence may result in a fine issued by Swindon Borough Council:

- 1st Fine: £160 per child, per parent. Will reduce to £80 if paid within 21 days.
- 2nd Fine (with in 3 years of your first fine): £160 per child, per parent. This is a flat rate and will not reduce.
- 3rd Fine cannot be issues and will processed to alternative legal action

Attendance Meetings

If your child's attendance falls below a certain percentage, you will receive an attendance letter to make you aware.

If attendance does not improve, you will be invited to meet with Mrs Phillips (Attendance Lead) to discuss any concerns and, if needed, create an action plan to support your child's attendance.

Should attendance continue to decline after this, a meeting will then be arranged with the Education Welfare Officer to explore further support and next steps.

Lates

If you arrive to school after 08:30am, please go to the main school office, where your child's lateness will be recorded.

PLEASE BE MINDFUL THAT WE ARE HEADING INTO AUTUMN AND WINTER SO THERE WILL BE MORE CARS ON THE ROAD. PLEASE LEAVE EARLIER TO AVOID THE TRAFFIC.

Thank you for your continued support.