



Attendance Newsletter

Autumn 2 2024

Our school attendance target is



Help us achieve our target by bringing your child to school every day.

If you would like to discuss your child's attendance please speak to Mrs Kay (Attendance Champion), Mrs Wileman (Headteacher), Miss Osborne (School Office) or Miss Bateman (Learning Mentor).

Attendance Challenge Week

Our next Attendance Challenge Week is **20th – 24th January** where we will reward and celebrate good school punctuality.

Look out for more details at the start of next half term.



Punctuality

We are finding lots of children are arriving late to school. Our registers are open between 8:40 and 8:50am and all children should be in class during this time to receive their present mark.

Between 8:50am and 9:10am, children have to sign it at the main office and will receive a late mark (L).

When children arrive after 9:10am they receive a U code for **unauthorised absence**. A U code impacts on your child's overall attendance percentage and can result in the Local Authority becoming involved with your child. When children arrive after 8:50am they miss essential learning in the classroom leaving them at risk of falling behind in key areas such as phonics and times tables. During the Spring term we will be working on improving punctuality.

Attendance Ambassadors

We appointed a great team of Attendance Ambassadors who will be promoting good school attendance.

They have already met Teresa Cooper from the Attendance and Inclusion Team in the Local Authority.

They will be helping to plan our Punctuality Challenge Week and arranging a poster competition.

I am really looking forward to working with our Attendance Ambassadors this year.



Reporting an absence

If your child is too ill to attend school, please contact the school office before 9:00am.

If we do not hear from you, we will contact you to find out why your child is not in school. Lily Helmsley (EWO) may also conduct a home visit.

Upcoming term dates

Spring 1

Monday 6th January – **return to school**

Thursday 13th February – **last day of school**

Friday 14th February – **INSET**

Spring 2

Monday 24th February – **return to school**

Friday 28th March – **last day of school**

Appointments

Where possible, please make appointments out of school time. If your child has an appointment, please provide evidence at the school office.

Your child should attend school before and after their appointment.