



Moredon Primary & Nursery School

Moredon Road, Swindon, Wiltshire SN2 2JG

Tel: 01793 600344 Email: admin@moredon.swindon.sch.uk

Website: www.moredon.swindon.sch.uk Follow us: @MoredonPrimary

Principal: Mrs Claire Leach

Attend . Achieve . Accomplish . Together

Attendance Newsletter – Tuesday 10th Sept 2019

Dear parents/carers,

Welcome to our first Attendance newsletter of the school year. During the course of the year, we will communicate special attendance achievements, as well as reminders and notices. We look forward to working in partnership with you to ensure that your child(ren) **Attends, Achieves and Accomplishes** their goals **Together** with support from the school, yourself and from their peers.

Pupil Attendance Ambassadors

We are pleased to announce that we will be appointing new Attendance Ambassadors from Year 5 and 6, who will help to promote good attendance in school, as well as supporting pupils on a one to one basis when needed. Our Attendance Ambassadors will be selected at random from last year's 100% attendees.

The aim of improving attendance

At the end of July 2019, the overall school attendance percentage was 95.71%. This falls just below the government expectation of 96%. During the last academic year there were a number of factors that affected the overall school attendance percentage – please see statistics below. These are the concerns that we hope to work with you on this year to ensure that your child(ren) receives the best chance to **Attend, Achieve and Accomplish Together**.

Last year's statistics (Sept 2018 – July 2019)

- Holidays (unauthorised) - 219 days
- Illness - 2360.5 days
- Lates (U's) - 134.5 days and 8358 minutes late/139 hours/23 whole school days
- Unauthorised absences (no reason's/no medical evidence provided) - 309 days
- Medical appointments - 247.5 days

As this is our first Attendance newsletter, we'd like to remind you of the following:

When to keep your child off of school

Please only keep your child off of school if they are experiencing severe illnesses such as vomiting/diarrhoea and high temperatures. For minor illnesses, such as coughs and colds, please consider pain relief (if required) and bring them to school. If your child does become very unwell, we will contact you immediately.





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Reporting your child as absent/late

Please contact the school office no later than 9am to report that your child is going to be late, or on the first day of absence. You can contact us by calling **01793 600344**. As this is a busy time for the school office, please leave a detailed message if your call is unanswered. Alternatively, you can text our no-reply absence line 07860 005036. Please note, if you leave a message, or text, please include your child’s full name, class, the reason for lateness and when we can expect you, or the **specific** reason for absence (not just ‘unwell’) and when we can expect them to return. Please contact the school office **every day** that your child is absent from school.

Holidays

The education of your children is of the upmost importance to us and so we do not authorise family holidays. You may or may not be issued with a fine, depending on your child’s attendance percentage.

Medical Appointments

Please try to make appointments out of school time. If you are unable to do this, due to emergencies, please try to make the appointment for the end of the school day. Registration is taken twice a day, once in the morning and once after lunch. If your child is absent due to a medical appointment during these times, their education, as well as their overall attendance percentage will be affected.

Confirmation of Opening Times

	Please try to arrive when the doors open at	Registration takes place at	L mark given if arrival between	U mark given and attendance percentage affected if arrival after
Nursery, Reception and KS1	8:40am	8:50am	9:00am and 9:10am	9:10am
KS2	8:30am	8:40am	8:50am and 9:00am	9:00am

If you would like to see anything specific within our upcoming Attendance Newsletters or if you would like to provide any feedback, please email me directly (email address below).

Yours sincerely

Mrs Megan Johnston-Williams

Senior Pupil Services Officer/Attendance Lead

MJohnstonWilliams@moredon.swindon.sch.uk

