

Valley Primary School

A Member School of Connect Schools Academy Trust



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Dear Parents,

As we approach the half-term break of the autumn term, I write to offer a reminder of the school's approach to attendance and punctuality.

Valley sets a target of 97% attendance for every pupil and, despite the difficult few years we have experienced, I am pleased to say that many of the pupils achieve this level of attendance over the academic year.

In consultation with Mrs Andrea Bennett, the school's Education Welfare Officer, the school reviews pupils' attendance and punctuality on a half-termly basis. Special attention is given to pupils whose attendance falls between 93-95% and any patterns of absence are analysed. When a pupil has an attendance rate of 93% or below, parents will receive a letter informing them of this and the possible action that might be taken if attendance doesn't improve. When attendance falls below 90%, pupils are categorised as persistent absentees and the school is compelled to report this information to Bromley Borough. Any absence due to illness relating to a pupil who has an attendance rate of 90% or below must be supported by medical evidence as outlined in the school's Attendance Policy which can be found on the school website.

When looking at attendance, one area that is analysed is what is known as broken weeks. This is where a pupil does not attend school from Monday to Friday in any given week. If a pupil has 6 or more broken weeks in any half-term period, parents will be invited in to discuss their child's absence pattern to explore if further support is needed to improve attendance. Where appropriate, the school's nursing team may also attend these meetings to discuss the pupil's general health and wellbeing.

After a period of lenience following the pandemic where the school did not issue Fixed Penalty Notices to families who travelled during term-time to visit family, after the October half-term, Valley will reintroduce the issuing of Fixed Penalty Notices to families who take their child(ren) out of school for 5 school days or more during term time for holidays and travel within the UK and abroad.

As well as monitoring the attendance of pupils, pupils' punctuality is also analysed on a regular basis. Arriving late for school on a regular basis also impacts negatively on a pupil's academic and social-emotional development. After half-term, the playground gates will open at **8.50am** each morning and the pupils will then move straight to their classrooms in readiness for morning registration at 8.55am. When a pupil arrives at school after the register has closed, a late mark is added against the pupil's name and this counts towards the overall percentage of unauthorised absence.

Finally, the decision has been taken to reintroduce the Attendance and Punctuality Bulletin and this will be shared with parents at the end of each half-term. Please have a look at the statistics and the school looks forward to continue working with all families to secure excellent rates of attendance and punctuality for every child.

Yours sincerely,

Mr. S Jackson
Head Teacher