



Growing together, respecting each other

Attendance Newsletter

Autumn Term 1

Welcome

Welcome to our first attendance newsletter of the year; the aim is to promote the importance of attendance across the whole school community. It is important that we continue to work together to do all that we can to prioritise our children's attendance at school so that they can enjoy their learning and socialising with their peers.

We aim to have an attendance figure in excess of **96%** for all our children. At the end of the last academic year our attendance percentage across whole school was **93.28%**. We **MUST** improve on this figure.

**Our School
Attendance
Target is
96%**

Regular and Punctual Attendance

We would like to take this opportunity to THANK all our families who consistently work to ensure their children's attendance and punctuality is high. Getting these important habits established early on in your child's life will make a difference to their futures. Arriving to school on time is important as late arrivals are disruptive for the class and can be embarrassing for the child who is late. Children can miss important information during registration as they begin to plan for their school day.



Aspiration, Potential, Challenge, Resilience, Family

The School Day

A reminder of our school day times.

Key Stage 2

- Children line up on the yard with their class teacher at 8:45am
- Classroom doors close at 8:50am
- Children arriving after this time must enter through the main office and will be marked late.

Reception and Key Stage 1

- Children line up on the yard with their class teacher at 8:50am
- Classroom doors close at 8:55am
- Children arriving after this time must enter through the main office and will be marked late.

PLEASE NOTE: All registers close at 9:10am. If your child arrives after this time, they will receive an unauthorised late mark which will count as an unauthorised absence and can lead to a Penalty Notice being issued from the Local Authority.

The table below highlights just how much education could be missed by being late to school.

Minutes late per day during the school year	Equal days' worth of teaching lost in a year
5 minutes	3 days
10 minutes	6.5 days
15 minutes	10 days
20 minutes	13 days
30 minutes	19 days



ABSENCE REPORTING

If your child is going to be absent, please inform the school on each day of your child's absence by 9am. Please use the absence reporting facility on the School Spider App, or alternatively call the main office on 01744 678683. Please tell us where possible the nature of the illness. 'Sick' or 'Unwell' does not outline the reason for the absence. This will ensure that we have an accurate attendance record for your child.

If no reason is given, this will become an unauthorised absence for your child.

BIRTHDAY ATTENDANCE



Your child is able to come into school wearing their own clothes if their birthday falls on a school day. Clothing and footwear must be school/weather appropriate - particularly if it is a PE day, ie trainers to be worn. If your child is lucky enough to have a birthday at the weekend or during a school holiday this would not apply.

Holidays During Term Time

Absence will not be authorised during term time except in exceptional circumstances. It is important that all parents and carers understand that children with unauthorised absences, including holidays, and unexplained absences are at risk of receiving a Fixed Penalty Notice.

During the last academic year there were a large number of school days missed by our pupils due to unauthorised holidays. This continues to be a concern for us here at Sherdley and it is something that we wish to work with our parents on to improve. Unfortunately, there were **188 days missed** by our pupils last year due to unauthorised holidays taken during term time. May we take this opportunity to remind all of our parents/carers that time off during term time is only allowed in exceptional circumstances.

Thank you for all your support in helping to raise our school attendance. If you would like any support or advice on attendance or punctuality, please speak to your child's class teacher or the Attendance Support Officer, Mrs Eccleston.