



Little Hill Primary School

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Part of the OWLS Academy Trust

LETTER NO 9

November 2022

Dear Parent/Carer

New Policy 'Attendance and Absence'

I am asking for your support in improving whole school attendance and punctuality.

Pupil's with an attendance of 90% or below are classed as **persistently absence**. All pupils are expected to have at least 95% for their attendance.

Attached is the new **Attendance and Absence Policy** which has been reviewed in line with the new DfE 'working together to improve school attendance' guidance and it outlines our position on Attendance and Punctuality. Please do take the time to read it carefully, in particular the sections on persistent absence and requesting leave during term time.

If we are concerned about your child's absence, you will receive letters from us detailing support that we can offer and next steps.

Attendance Expectations:

- The school gate opens at 8.40am and children are expected to be in class by 8.50am for Foundation stage and 8.55am for children in Years 1 to 6.
- If your child is absent from school, you must let us know the reason each morning between 08.30am and 9.15am please. There is an answerphone where you can leave a message should you wish to ring before 08.30am. **If you do not inform us, then the absence will not be authorised for that day.** Please report school absences to the school office and not via Class Dojo.
- Parents and Carers should inform school of any problems that may impact your child's attendance, punctuality and learning.
- Arrange routine medical appointments outside of school time. If this is not possible, please bring your child in prior to their appointment and ensure they return to school afterwards.
- Ensuring children are ready for school by having good morning and bedtime routines.
- Ensure that you do not book holidays in term time as these will be unauthorised and fines may be given (Please see policy).
- A number of parents are coming to the office to pick children up early. This will not be allowed from now onwards unless this has been arranged in advance with the Headteacher.



For your information, below is a table of how school absence could affect your pupil's ability to access the curriculum.

Above 97%	Above 97%. Less than 6 days' absence a year: Excellent attendance! Pupils with this attendance should have access to the majority of the taught curriculum.
95% and below	95%. Less than 10 days' absence in a year: Attendance has room for improvement. Pupils with this attendance are likely to access the majority curriculum but will miss out on important educational experiences.
90%	90%. 19 days' absence over the year: Pupils with this attendance are missing <u>1 month</u> of school per year and will miss key curriculum areas; it will be difficult for them to achieve their best.
85%	85%. 29 days' absence in a year: These pupils are missing <u>6 weeks</u> of school per year, it will be very difficult for them to access the curriculum and achieve
80% or below	80%. Pupils with this attendance are missing the equivalent of <u>1 day for every week</u> of school. It will be almost impossible to access all of the curriculum.

We all look forward to working with you to ensure the best possible education for your children.

Yours sincerely

The Attendance Team