



# Elton Primary School & Nursery Attendance Newsletter

December 2016

Dear Parents

Welcome to our first attendance newsletter for Elton Primary School & Nursery. We'd like to keep you informed of our school attendance and ask you support us in ensuring your child comes to school every day and is on time. This newsletter will be printed and distributed at the end of each term, therefore please do let us know your feedback on what you'd like to see on here and how we can improve attendance together, we can only do this with your support! You can contact the office on 01244 981170 or email – [admin@elton.cheshire.sch.uk](mailto:admin@elton.cheshire.sch.uk)

## GOING TO SCHOOL – WHY IT'S SO IMPORTANT

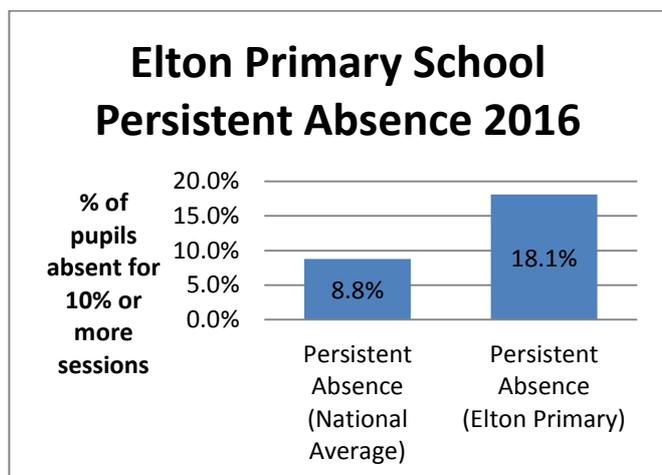
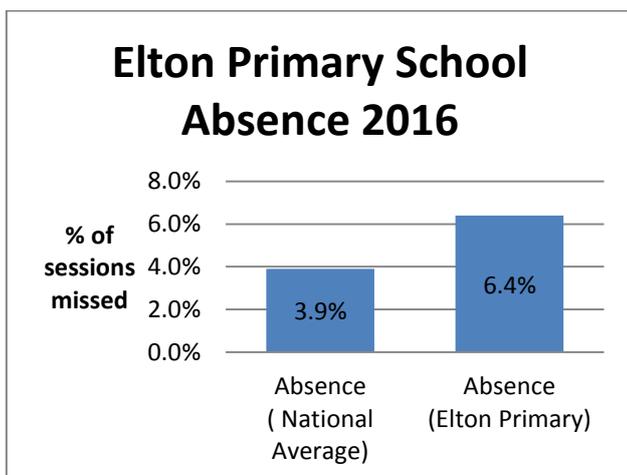
By law, all children of compulsory school age (normally four to 16) must receive a suitable full-time education. Once your child is registered at a school, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a fine (each parent could be fined up to £1,000 for each child) or being prosecuted.

Lots of people think that missing the off day at school here and there can't do much harm. But, even taking a short amount of time out can be a problem. Your child might fall behind in their work and may not be able to catch up. If there are gaps in their knowledge, they will suffer when school assessments come around. Should a child's attendance be less than 90%, the Education Welfare Officer (EWO) will become involved and will monitor attendance until it improves.

## HOW WE COMPARE

The Government benchmark for attendance is set at 95% and any pupils with attendance less than this are looked at and monitored by the school. Currently, only 65% of our pupils achieve an attendance level of at least 95%, however where pupils and families do not achieve a satisfactory level of attendance, we will discuss this with you to work together and support you to improve.

Below are two graphs showing you how we compare against the national average and you can clearly see from this data, we have some work to do.



*Persistent absentees are those whose attendance falls below 85%*



## REGULAR ATTENDANCE MEANS PUNCTUAL ATTENDANCE

Did you know that since 01 September 2016, **81** pupils have arrived late for morning registration (after 8.55am) and a further 9 pupils have arrived after 9.20am. **Out of those 81 pupils, 44 have been late more than 3 times.**

Arriving on time for registration is vital as late arrivals can be disruptive to the class as well as embarrassing for the child who is late.

<b>LATENESS = LOST LEARNING</b> (Figures below are calculated over a school year)	
5 minutes late each day	3 days lost!
10 minutes late each day	6.5 days lost!
15 minutes late each day	10 days lost!
20 minutes late each day	13 days lost!
30 minutes late each day	19 days lost!

### REGISTRATION TIMES

**Doors open: 8.50am**

**Morning registration: 8.55am**

**Afternoon registration: 1.05pm**

In the New Year, the Education Welfare Officer will be carrying out regular spot checks on pupils punctuality and will be visible in the school playground as well as the office. She will be available to speak with parents regarding lateness and any attendance concerns.

### **WHAT'S ACCEPTABLE, WHAT'S NOT?**

Of course, there will be times when your child has to miss school for a good reason. If your child needs time off, you need to ask the schools permission as far in advance as possible.

*When is it ok for your child to stay away from school?*

- **Illness** – If your child is genuinely ill then, of course, they will need to remain at home. Please contact the school office on 01244 981170 (voicemail available before 8.30am) and provide an absence reason. If you are unsure as to whether your child can attend school, please contact your doctor or speak to the school office.
- **Medical appointments** – try to avoid medical appointments during school time, or make them as close to the end of the school day as possible. Naturally there will be times when this isn't possible, but please can you give as much advance notice as possible and provide a letter or appointment card to the school office.
- **Bereavements** – if you do experience a family member passing away, we want to make sure that the staff and pupils act sensitively towards you and your child and would appreciate it if you contact the school office as soon as possible.
- **Religious festivals** – Ask us in advance for time off for religious reasons.

*When is it not ok for your child to stay away from school?*

- **Holidays** – only in exceptional circumstances will term time holidays be authorised by the school.
- **Birthdays** – your child should still attend school, even if it's their birthday.
- **Shopping/ Visiting Family** – or any other activity for which there is no serious reason for your child to be away from school.

## TO SEND OR NOT TO SEND?

We understand that most children will at some stage wake up in the morning saying that they feel unwell. Whilst we do encourage children to come to school even if they 'feel a little unwell', we do not want any child who is genuinely poorly to come to school. Always try and send your child to school if they are a little under the weather e.g headache, runny nose, tummy ache. The school will always contact you if your child does become unwell during the school day and this is why it is vital we have your most up to date contact details.

HOWEVER, please do not send your child to school if they have any infectious illnesses such as chicken pox, measles etc. Medical confirmation from your doctor will ensure your child's absence is authorised. If your child has been vomiting or is suffering from diarrhoea, then they must stay away from school for **48 hours from the last bout of illness**. This is to ensure that any infection does not spread throughout school.



### 100% ATTENDANCE

We have **30** pupils who have achieved 100% attendance for the Autumn term. This is an admirable achievement and all the below pupils should be very proud:

**Reception:** Jaiden and Jared

**Year 1:** Jessica, Joel, Harry, Chloe and Oliver

**Year 2:** Harley, Max, Sophie E, Kai, Sophie L, Lucy and Olivia

**Year 3:** Beth and Jack

**Year 4:** Lilwen, Charlie, Connor, Danny, Nikola and Amy

**Year 5:** Georgia, Sophie, Scarlett, Adam and Lauren

**Year 6:** Declan, Sophie and Faye

All of the above pupils will receive a certificate and be entered into a raffle for a chance to win a prize. The prize draw will take place before the Christmas holidays begin. 100% attendance will be celebrated again at the end of the Spring term and at the end of the Summer term, so even if your child may have not achieved a perfect attendance record this term, there is opportunity to do so during the rest of the academic year.



### ATTENDANCE FACTS



#### **95% Attendance = Less than 10 days absence in a year!**

Pupils with this attendance are more likely to achieve their target grades.

#### **90% Attendance = 20 days absence over the year!**

Pupils with this attendance are missing approximately a month (20 days) of school per year and may fall behind in Maths, Literacy and any other subjects. The Education Welfare Officer will begin to monitor child's attendance too.

#### **85% Attendance = 30 days absence in a year!**

These pupils are missing approximately 6 weeks of school a year! It will be very difficult for them to keep up with school work and achieve their best.

#### **80% Attendance or Less = Pupils with this attendance are missing a day for every week of school!**

It will be almost impossible for pupils with this attendance or less to keep up with their work.

**ATTENDANCE MATTERS! Missing school is...missing out.**

## **TO REPORT A PUPIL ABSENCE**

**Please call the school office on - 01244 981170**

**Or you can email – [admin@elton.cheshire.sch.uk](mailto:admin@elton.cheshire.sch.uk)**