

**Leamington Community Primary School**  
**'Together we make a Difference'**  
**Primary School of the Year – Echo Awards**  
**Attendance Newsletter 2016**



**Well Done!**

**Well done to everyone this half term, this half term we have seen a big improvement overall in our attendance and are well on our way to hit our target of above 96% for this term. Thank you to all parents/carers and children for your continued support.** As a reminder of the school policy on attendance below you can find some key points to help us continue with the good effort.

**Introducing Jackie – Attendance mentor**

As we near to the end of our first term some of you may already have met Jackie. Jackie has joined Leamington as part of our mentoring team and is here to help with improving our attendance. This term Jackie has been making daily house visits to children absent from school, offering help and advice to families. If you are struggling with your child's attendance please call in to see Jackie or phone up to speak to Jackie who will be more than happy to help.



**Reporting an absence**

If you feel your child is too unwell to attend school please contact school by either phone, we have a dedicated phone line just for reporting absences where you can leave a message if there is no one available



to answer your call or via the school app. Remember to contact school at the earliest chance you get, preferably before school starts at 8:55am. Home visit will start around 10am and if you have not reported your child's absence you will receive a home

visit from either Jackie or in persistent cases the education welfare officer (EWO). You will be required to keep us up to date regularly on your child's absence. Please note that where strong evidence exists of the misreporting of 'sick leave' is not genuine, Fixed Notice procedures will be imposed. Evidence could include: social media, non-contact with school, school unable to contact parents/carers, children reporting a holiday or other circumstances and children reporting non-illness.

**Medical appointments**

If your child is attending a medical appointment you must produce an appointment card/letter or similar paperwork prior to the appointment. **On the day of the appointment your child must still attend school around the appointment.** If your child attends school before and after their appointment they will get a present mark for that day, if they do not attend either before or after the appointment they will be given a medical mark provided that an appointment card/letter is provided which will go against their overall attendance. Ideally appointments where possible should be made outside of school hours. Appointments for parents/carer/siblings should also be made at a time that does not affect your child's education.



**Arriving Late**

All children should be in line on the yard at 5 to 9. Your child's class teacher will then come on to the yard and take the class in. If you are arriving at school after 8.55am then you should bring your child in through the main office and give in their name and what they are doing for lunch, please note: you can only change between hot dinner and packed lunch at the beginning of a term. Parents will not be allowed into the school to walk their child to class or talk to the teacher at this time.

## Request for 'Leave of Absence' during term time



Please try to avoid booking any holidays during term time. In the event a holiday is booked during term time you must fill in a holiday request form which can be collected from the school office. Please note: From 1<sup>st</sup> September 2013 the law gives no entitlement to parents to take their child on holiday during term time. The Head Teacher may only authorise leave for 'exceptional' circumstance, Head Teachers would not be expected to class any term time holiday as exceptional. Parents can receive a Penalty Notice from the Local Authority for taking their child on holiday during term time without consent from the school, these Notices cost £60 per child per parent if paid within 21 days and £120 if paid between 22 and 28 days.

## Incentives

To help encourage everyone to have good attendance we have a number of incentives. These include:

- Daily biscuits to each class that has everyone in that day, with a choice of which biscuits/treats they receive if they manage a whole week full attendance.
- Weekly attendance raffles, with bigger prizes at the end of each half term.



- Attendance credits, where each class can earn money by ensuring their class attendance is above 96% each week, the class can then decide what to spend their money on.

- Attendance Class Champions, the class with the best

- attendance for the previous week get to go in to dinner first on a Monday and sit at the attendance table at the front of the dinner hall where they receive juice and a special treat with their meals.

- Attendance challenges, last year's attendance challenge saw an ice cream van visit school with free ice cream for everyone for improving our attendance for that term.

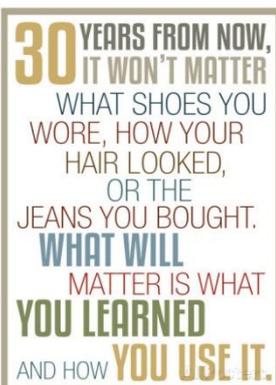
- Attendance week, a special week where the children receive a sticker for being in line at 5 to 9 every morning with a prize at the end of the week for receiving 5 stickers.



## Attendance did you know?

90% attendance is the equivalent to missing 100 hour long lesson

There are 190 statutory school days in one year. There are 175 days weekends/school holidays available to use for holidays



It is the school and not parents who decide whether or not to authorise absences. The parent's note is necessary because the reasons given need to be considered by the school

If Facebook was a school I swear I'd have perfect attendance.

Making sure your child eats breakfast helps them stay alert at school

Developing an evening routine which includes homework time, tea, TV, quality time together, reading and bed help to have a good night's sleep

Aim for 10 hours sleep a night for your child. This will make the following day at school easier to cope with

The Government regard 97% as the minimum satisfactory attendance for a primary school pupil



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