

The Grove Primary School

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Headteacher Ms Karen Martin



Tuesday 20th September 2016

Dear Parents/Carers,

Welcome back to a new school year! We have had a great start to the year with lots of children attending school every day. We want to maintain this throughout the year and hope to reach our attendance target of 95.5% by July 2017. Last year our final attendance figure was 94.9%, falling below our target of 95.5%. We had been on track to reach our target through the autumn and spring terms, however illness and unauthorised holidays and absences meant that we were not able to maintain our good attendance to the end of the year.

At The Grove we believe that attendance is directly linked to achievement. Therefore it is essential that your child is in school every day in order for them to achieve their full potential. The school, along with the local Education Welfare Officer, regularly reviews attendance so that children whose attendance is below the government threshold level of 95% are identified. The parents of these children will be contacted initially by the school or, in the case of persistent absences, by the Education Welfare Officer.

Please refer to the chart below to see how your child's attendance could be affecting their learning.

It All Adds Up! Your child deserves an education.					
190 days in school	7.5 days absent				
	182.5 days in school	9.5 days absent			
		180.5 days in school	13 days absent		
			177 days in school	19 days absent	
				171 days in school	28.5 days absent
					161.5 days in school
100% Excellent	96% Good	95% Becoming unsatisfactory	94% Poor	90% Very poor	85% or less Unacceptable
This is the best chance of success! You should be aiming for 96% and above. Great attendance is celebrated in school!		Worrying It will be harder for your child to make progress. Letters are sent home and a meeting with school is arranged.		Cause for concern Final letter and possible penalty notice is sent home.	Serious concern You could be taken to court!
				Your child's learning will be seriously affected.	

Things to remember:

- Contact school on the first day of your child's absence if they are unwell.
- Complete a 'Request for Exceptional Leave' letter, available from the school office, if you need to take your child out of school for an exceptional reason. Each case will be considered individually and therefore authorisation will not automatically be granted.

- Inform your child's teacher if you have any concerns or require further information regarding your child's attendance.

Punctuality is also important. Arriving at school in time for **learning at 8.55am** means that your child will be ready to start the day with the rest of their class. Remember that children should be entering their classrooms from **8.45am** to begin their early morning work and maximise their learning time. Our breakfast 'Pitstop' club is available if you need to bring your child to school even earlier (ask at the school office for further details).

We really appreciate the commitment that you have to getting your child into school each day and good attendance is celebrated every week in various ways:

- The class achieving the highest attendance over the week gains leaves to go on their branch of our Attendance Tree in the school hall.
- The class with the most leaves over the half term will have a special treat on the last day and they will be involved in deciding what that treat will be.
- The name of the class with the highest attendance each week will be displayed in the school entrance hall for all our visitors to see, as well as on the Attendance tree. They will also be in charge of looking after Daffy Duck for the week!
- All classes will have their attendance figure for the week displayed on a window in their classroom.
- Children who achieve 100% attendance over the term will receive a certificate and prize in a special celebration assembly.

If you have any queries or require further advice or support regarding attendance please contact me via the school office.

Yours sincerely

Mrs K Hardy
Pupil Premium Champion