



# Attendance Newsletter Spring Term 2023

Dear Parent/Carer,

At Wardley CE Primary School we believe that good attendance is crucial to children attaining well, making good progress and reaching their potential.

The vast majority of parents/careers bring their child/children to school regularly, and on time. Thank you.

It is vital that your child attends school regularly and arrives at school on time each day.

Our school attendance target is 96.1% and we are committed to work with you to achieve this.

In this newsletter we will try to answer some questions that arise regularly about attendance

## Attendance is Important!

- Statistics show a direct link between under-achievement and poor attendance
- Pupils with regular attendance make better progress, both socially and academically
- Pupils with regular attendance find school routines and school work easier to cope with
- Pupils with regular attendance have an easier transfer to secondary school, having developed positive habits in attending school every day.

## Fixed Penalty Fines

**Unauthorised** leave for 10 sessions (5 school days) or more will qualify for a fine. No advance warning will be issued from the Local Authority as school has informed all parents that leave in term time will not be authorised.

## Attendance Rewards

Attendance **certificates** and **badges** are presented at the end of each of term for good attendance. These recognise attendance over 96% (green certificate) and 100% (gold certificate). There are also certificates for improved attendance.

## Attendance Mascot

Each week in the Friday Thanks-giving worship the class with the best attendance receive school's attendance mascot (Barney the Bear)

## Early Years Foundation Stage

In Nursery and Reception we encourage the children to have good attendance because this establishes routines at a young age which will set them up for their future.

There is crucial learning taking place in Early Years and having time off can mean that children will have gaps in their knowledge and understanding, as well as making friendships.

## Why is good attendance and punctuality important?

Education lays the vital foundations of a child's life. Regular and punctual attendance at school is key to both academic and social development, which in turn will improve the life chances of children and young people.

## Authorised or Unauthorised

If your child is ill, school will need details of their illness. If the reasons for the absence are made known to us, and are appropriate, the absences will be authorised for the first few days. If their illness continues, you may be asked for evidence from your GP. However, school **will not** authorise non-attendance for illness, if it becomes too frequent. If your child's attendance falls below 90% (persistent absentee), you will also be asked for medical evidence to authorise the absence.

## Holidays

Taking holidays in term time will have a detrimental effect on your child's progress, as they miss chunks of their learning. In line with Salford's policy, **we will not authorise any holidays in term time.**

## Unauthorised Absences:

If your child has a number of unauthorised absences, you are at risk of receiving a penalty notice (fine) from the local authority.

	96 – 100% Excellent
	90 – 95% Below Expectation
	Below 90% Causing Concern

## Facts and Figures for your information

There are 190 Teaching Days in a school year.

There are 175 non-Teaching Days in a school year.

10 days of absence over a school year reduces attendance to 95%.

29 days of absence reduces attendance to 85%.

47 days of absence reduces attendance to 75%

Children with over 90% attendance are more likely to achieve five or more A-C grade GCSE's.

Children with less than 85% attendance are unlikely to gain any A-C grade GCSE's.

## Attendance 2023

### TO SEND OR NOT TO SEND?

From time to time your child will wake in the morning saying that they feel unwell. Whilst we do encourage children to school even if they "feel a little unwell" we do not want any child who is genuinely ill to come to school. Always try and send your child to school if they are a little 'under the weather' for example with a runny nose, headache, tummy ache. School will always contact you if your child becomes too unwell.

**However**, please do not send your child to school if they have any infectious illnesses like 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 after the last bout of illness. This is to ensure that any infection does not spread throughout the school.

### Attendance Facts

**Above 97%** Less than 6 days absence a year! Excellent attendance! Pupils with this attendance should achieve the best grades they can.

**95%** Less than 10 days absence in a year! Pupils with attendance are more likely to achieve their target grades

**90%** 20 days absence over the year! Pupils with this attendance are missing approximately a month (20 days) of school per year and they may fall behind in maths, English and other subjects; it will be difficult for them to achieve their best.

**85%** 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 and achieve their best.

**80%** Pupils with this attendance are missing a day for every week of school! It will be almost impossible for them to keep up with all their work. Parents of pupils with this level of attendance will be well known to the Education Welfare Officer. Your child's attendance will be closely monitored.

### **Punctuality Matters too! Missing minutes = missed learning = missed opportunities!**

As a school, we are aware that lateness can severely affect achievement. We monitor punctuality closely and have strategies in place to address lateness. Awareness of the impact of lateness is raised with pupils, staff and parents regularly.

The school gates open at **8.30am** and are closed at **8.45 am**

Any child arriving after this point must report to the school office, as this is the time that registers close.

Any child who arrives after 9.15 am will be given an unauthorised absence code.

### **To report a pupil absence**

**Please use the School Spider App or telephone 0161 921 1098**

On the occasions when children are unwell, we ask that parents and carers contact the school office as soon as possible, and by 9.30am at the latest, on the first morning of the absence. Details of all absences and lateness are recorded.

Where medical appointments cannot be made outside of school hours, please bring in evidence of any medical appointment.



Condition	Time permitted off School
Chicken Pox	Up to a maximum of 5 days
Vomiting/Diarrhoea	48 hours from last episode of sickness
Head Lice	None. Absence from school is not necessary, however a treatment <b>MUST</b> be administered. A leaflet to assist with the treatment of head lice is available from the school office.

**Whole School  
Attendance so far this  
academic year ....**

**93%**

**If you have any questions please contact:**

**Mr Foster—Head Teacher**

**Mrs Walker—Deputy Head Teacher**

**Mrs Statham—Business Manager & Attendance Lead**