



8<sup>th</sup> October 2021

Dear Parent/Carer,

### **Attendance Expectations**

Now that pupils are well settled and into their learning, I would like to reinforce attendance and punctuality expectations. The school is committed to providing all pupils with a full time education. Good attendance is important to help pupils learn, progress and develop their true potential.

School attendance is mandatory. The usual rules on attendance continue to apply, including:

- Parents' duty to ensure that their child of compulsory school age attends school regularly.
- The school has responsibilities to record attendance and follow up absence.
- The school has the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct.
- Absence from school is a potential safeguarding risk. Keeping children safe is a shared responsibility and requires a firm commitment from parents/carers and every member of the school community.

The school has introduced many strategies to help support good attendance. From Autumn Term 2, good attendance and punctuality will be celebrated in many ways:

- Weekly class attendance will be celebrated in school assemblies.
- The class with the best attendance will be awarded a non-school uniform day, each half-term (letter will be sent to inform you).
- Children will be rewarded with termly certificates, bronze, silver and gold, prizes and incentives will also be rewarded.
- Those pupils with 100% attendance will be entered into a special 'Head teacher's prize draw'.

### **Procedure to follow for Absence(s)**

I would like to remind you of the procedures to follow to report a child absence. If for any reason your child is unable to attend school, please ensure:

- You notify the school office (tel: 01902 537970) on the first day of their absence by 9.15 am. There will be an option for parents/carers to leave a voicemail up to 8.45pm, kindly include details explaining the reason for their absence. Alternatively you may wish to email [Enquiries.npsw@nishkamschools.org](mailto:Enquiries.npsw@nishkamschools.org).
- We carry out robust first day calling procedures. If we do not hear from you then please expect a telephone call from us, if we feel there is a need, we may still contact you for further information or carry out a home visit. Our staff, the Education Welfare Officer or other professionals may undertake home visits to engage families and ensure children are safe.
- Pupils who are absent for three days will be contacted again by the school to establish a return date. By this time we would expect your child to have been seen by a medical profession,

therefore their absence should be supported by a medical appointment card/copy of prescription.

- A high priority will be given to communication with parents and carers.

### Medical Appointments

Where possible medical appointments should be arranged outside school hours, or as close to the end of the school day as possible. All appointments should be supported by an appointment letter/card.

### Punctuality

Just to remind you punctuality is equally as important. Children should be entering the school at 8.45 am making their way to their classroom for the start of registration. Where pupils arrive late, after the class register has closed, they are recorded as arriving late, the percentage of absence is recorded against the child's attendance.

We are concerned with the number of pupils arriving to school late. Children walking late into the classroom not only cause disruption to other pupils it also makes your child feel at unease, as they have missed an important start to the school day. Please support your child by ensuring you plan your journey to school carefully, allowing sufficient journey time.

Schools are responsible for recording pupil attendance twice a day; once during the start of the day and the second at the start of the afternoon session. An entry must be made on the attendance register for all pupils.

### Leave of Absence (Holiday in Term Time)

Unfortunately we have already had many families taking unauthorised holidays, I am quite concerned regarding the number of requests I have received for Leave of Absence (Holiday in Term Time). I must remind you that The Education Act 1996 Section 7 requires parents or carers to ensure their child receives efficient, full time education, either by regular attendance at school or otherwise.

Parents have a legal and moral responsibility for ensuring children attend school. Please remember that you have 175 days off school, including weekends and school holidays to spend together. I cannot emphasise enough the importance of full time education. Pupils are well settled and are making good progress, taking children out of school will not only jeopardise their learning but it will also hinder their progress, absence affects attainment, wellbeing and wider outcomes. The school may issue fixed penalty notices for non-school attendance.

Attendance of pupils is monitored closely and where we identify frequent absences there will be early intervention from the school and where necessary our Education Welfare Officer. The school will aim to develop and sustain a close collaboration with its families, improving attendance is everyone's responsibility. I therefore, ask that parents and carers support the work of the school to ensure pupil's learning is not disrupted in any way and additional pressure is not placed on pupils and teachers.

If you have any concerns or wish to discuss your child's attendance, then please do call into the school office and speak with Mrs Latif, our Family Liaison Officer, a member of the Senior Leadership Team, or alternatively your child's class teacher. It is important you communicate as early as possible circumstances which may affect absence or where you require support.

We are grateful for the support we receive from our parents/carers and I hope we can continue to work together to ensure our children can reach their full potential.

Yours sincerely



**Mr H Dhanjal**  
**Headteacher**