



Greengate Lane Attendance Newsletter September 2022



Everyday Counts.

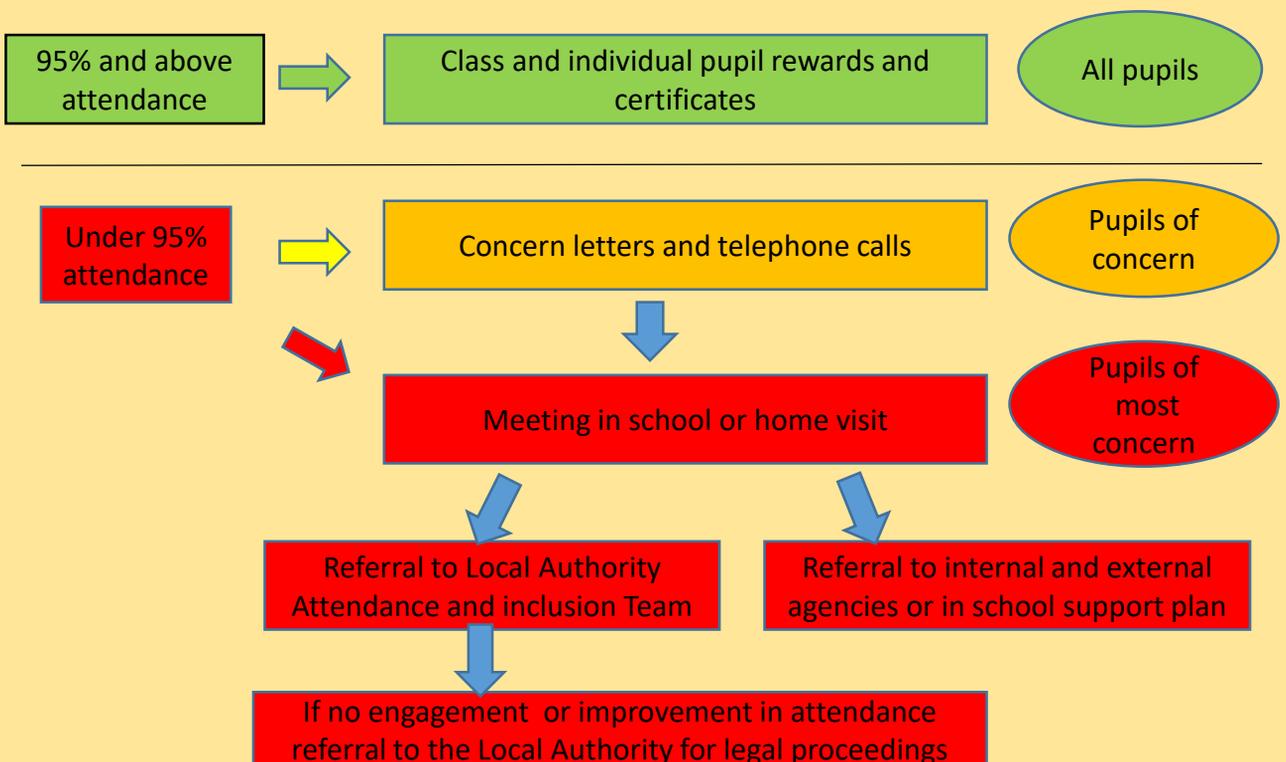
No doubt you will have seen our banner outside school reminding parents that everyday counts, emphasising that there is a close link between good attendance and good educational outcomes.

Parental support

To maintain our good attendance and ensure effective learning, we rely on the support of parents to minimise absence. Parents can ensure their child is punctual and ready to learn each day. We would like to remind parents that if your child is absent for any reason it is important that they contact school before the start of school on each day of absence, and keep us updated on any situation causing absence. In line with our safeguarding and attendance policies, if we do not hear from you, we will make a phone call and if unsuccessful in contacting you to obtain a reason, we may make a home visit and request to see your child. **Please ensure that we have at least 2 up-to-date contact numbers.**

Attendance processes.

At Greengate Lane we closely monitor all students' attendance and take any necessary appropriate action to support you and ensure your child attends, as is expected by law. See below a brief overview of our range of interventions. The green boxes refer to actions which are appropriate for all pupils, high or low attenders. The amber boxes refer to pupils who are starting to be absent on a regular basis, and the red boxes show processes to address more concerning levels of attendance. We regularly monitor attendance levels and support pupils who are persistent absentees, those pupils with a level of **90% attendance or less. That is equivalent to 19 days lost learning each year.** We always try to engage and support parents in this process. **Please contact the school if you require more information on how we manage and reward attendance.**



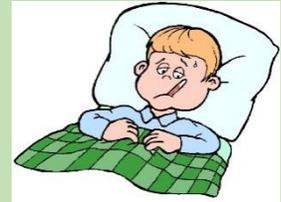
Medical appointments and illness

Absences from school are sometimes unavoidable. If your child is too ill to attend school, please inform school as soon as possible. Staff will decide whether to authorise the absence based on the information you give school. **Often pupils can continue to attend with minor illnesses such as a cold, a cough or stomach ache, and staff may challenge you about this. Please contact the school if you are unsure about whether your child can attend. We can support pupils with medical conditions and mild illness.** Medical and dental appointments should be made out of school time. If your child needs to go to an urgent appointment, evidence **MUST** be provided to school in order to be authorised. Any pupils who are regularly absent from school due to alleged illness will be required to provide evidence.

Please be aware that medical appointments will affect your child's attendance level.

What evidence can I provide to school?

- An appointment card, text message or note from the surgery.
- A prescription from the doctor
- Prescribed medication with the child's name on.



Holidays In Term-Time

If you choose to take your child on holiday you **MUST** inform school by completing a leave of absence application form available from the office and **returning this to school at least 3 weeks before you intend to go on holiday.** If received in time, we will write to you to advise you on whether we will authorise the absences or not. A home visit may be carried out if school have reason to believe your child is on holiday.

Holidays will always be classed as **UNAUTHORISED ABSENCES**, unless there are exceptional circumstances as determined by the Principal. This is extremely unlikely.

A Fixed Penalty Notice may be issued if you choose to take your child on holiday during term time. If this is not paid within the time frame set out it can lead to a prosecution.

Punctuality

As well as monitoring attendance we also closely monitor lateness. Your child should arrive at school and be in class before **8.50 a.m.** If your child arrives after this time he or she will receive a late mark. **Please note pupils arriving after 9.20 will be marked absent for the morning session.** If pupils accumulate absence from late marks this can be referred for further legal action. **When pupils are late they can miss important learning such as numeracy and literacy. Most pupils are also embarrassed to arrive late in front of their class.** We appreciate your support with this.

Rewards for Good attendance

There are rewards for good or improved attendance levels. These will include:

- **Half termly certificates and group activity reward**
- **Weekly raffle for a cake for individual pupils**
- **Weekly 100% class reward**



We have introduced a special reward for each half term where pupils who attend 100% or more for the half term, will be entered in to a draw for a voucher, and will be eligible for a party or other reward.

If you would like to discuss your child's attendance or have any queries generally about attendance, please contact

Mr D. Coates, Learning Mentor / Designated Safeguarding Lead on 0114 2848322

