



Mandale Mill Primary School

Attendance and Punctuality Newsletter

We are pleased to introduce our new half termly newsletter for school attendance. The importance of regular school attendance cannot be overstated. Regular attendance is vital to a good education. Our recent 2017 Ofsted report noted: **'Attendance is below average'** and a key recommendation of the report is to **'Improve attendance so it is at least in line with the national average and that all pupils attend school regularly'**. The national average for attendance is currently is currently 96%.

**Whole School
Attendance
92.3%**

We are currently significantly below national average and need to improve our attendance. Did you know...

- * 95% attendance is equivalent of 9 days of lost learning;
- * 90% attendance is equivalent of 19 days of lost learning;
- * 85% attendance is equivalent to of 29 days of lost learning;
- * 80% attendance is equivalent of 38 days of lost learning.

Attendance Rewards for Individual Children	Children attending school every day and on time access our weekly Attendance Shop. Children who have 100% attendance across the school year receive rewards such as cinema visits. 100% attendance over a half term/term is also rewarded.
Attendance Rewards for Whole Classes	Classes are rewarded from the Attendance Bank on a weekly basis: £5.00 for 100% attendance, £2.00 for 97% attendance and a bonus £1.00 for the winning class. Classes choose when to cash in their balance and what to spend it on, in the past this has paid

**Punctuality
63.9% of children arrived
at school on time daily.**

Punctuality is equally as important as attendance and is also closely monitored with minutes late being recorded. School opens the doors at 8:50am for children to arrive with doors closing at 9:00am. Children arriving after the doors have closed will be marked as late.

If your child arrives late to school everyday, their learning will begin to suffer Did you know that within one academic year...

- * 5 mins late daily is equivalent to 3 days of lost learning;
- * 10 mins late daily is equivalent to 6.5 days of lost learning;
- * 15 mins late daily is equivalent to 10 days of lost learning;
- * 20 mins late daily is equivalent to 13 days of lost learning;
- * 30 mins late daily is equivalent to 19 days of lost learning.

We hope you will enjoy hearing about our celebrations for attendance and punctuality each half term. Of course, where children are not attending regularly, school will need to act accordingly. On the reverse of this newsletter you will find the relevant information and actions that school will take in line with our Attendance Policy and the requirements of the Attendance Officers at the Local Authority. Your children's education and development is our absolute priority and in order for this to be as effective as possible we need your children in school and on time every day. Should you be experiencing difficulties with this please do come into school to arrange to speak to Miss Moore or Mrs Williams who will look at possible strategies to support you and your family.

**Currently 54 children have
100% attendance.**

Attendance and Punctuality Information

- Section 444 of the Education Act 1996 states that “The parent of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable by law”.
- The Education Regulations 2013 made it clear that headteachers may not grant a leave of absence (for holidays or extended leave) unless there are exceptional circumstances. For this reason and under the agreement of the Governing Body, all requests for leave of absence from Mandale Mill will be declined unless there are exceptional circumstances as judged by Miss Moore or Mrs Williams in her absence. Absence following this will be marked as unauthorised.
- Only the school, within the context of the law, can approve absence, not parents.
- Persistent absence is absence of 10% or greater. Mandale Mill Primary School require medical evidence for all incidents of illness, medical or dental appointments if your child’s attendance is 90% or less. Acceptable forms of evidence include medical appointment letters, copies of a prescription or prescribed medication. A letter from a medical professional or GP appointment card.
- Where your child is absent from school it is the parent/carers responsibility to contact school. Where this does not happen school will contact parents as part of the First Response procedure.
- If a child is not seen at school for two days and we have not been able to contact a parent/carer or receive a suitable explanation for absence, a home visit will be carried out.
- Parents/carers of a child whose attendance falls to 94% will be invited to attend an Attendance Panel where a fixed term attendance plan will be determined. Failure to attend such a meeting will result in a plan being written and applied in your absence.
- Where a child’s attendance falls below 80% a referral will be made to our Local Authority Attendance Officer, this can then result in a police caution being issued and where no improvements in attendance are seen following an intervention plan.
- A record will be kept of all children arriving late to school, this will include the reason and the number of minutes late.



Helpful Hint: where medical appointments are necessary, arrange times so that children can be present in school during registration, this takes place at 9:00am and 1:00pm.



We provide details of your child's attendance and punctuality with their termly report, this is clear by the colour coded attendance certificates. Further information to support the above can be found in our Attendance Policy. This can be located in the policy section of our website, alternatively you can request a paper copy from the main office. We hope that by working together we will not need to apply any of the above steps.