



# Mandale Mill Primary School

## Attendance and Punctuality Newsletter 2

### Spring Term 1 2018

We delighted with the number of children who have 100% attendance this half term. This has had a positive impact on our attendance. However, our aim remains to reach the national average of 96%, so we look forward to seeing your children every day and on time next half term. A big well done to Class 12 who have the highest attendance and Class 10 who have £20.00 in their Class Bank.

### Whole School Attendance

92.7%

Despite sickness, diarrhoea and chickenpox we have improved our attendance by 0.4%

### Class Attendance:

Class 1	90.5%
Class 2	90.9%
Class 3	93.3%
Class 4	91.6%
Class 5	91.7%
Class 6	90.8%
Class 7	93.3%
Class 8	93.2%
Class 9	94.1%
Class 10	93.8%
Class 11	90.8%
Class 12	94.5%
The LAB	92.4%

### Attendance Bank:

Class 1	£0.00
Class 2	£6.00
Class 3	£12.00
Class 4	£11.00
Class 5	£2.00
Class 6	£9.00
Class 7	£15.00
Class 8	£9.00
Class 9	£4.00
Class 10	£20.00
Class 11	£4.00
Class 12	£16.00
The LAB	£6.00

### 100% Attendance

#### All Year:

44 children have been in school every day this school year!

### 100% Attendance

#### Spring 1:

164 children have been in school every day this half term!

### Whole School Punctuality:

#### Spring 1

75% of children arrived at school on time.

This is an 11.1% increase on last term, well done to everyone who has arrived on time.

### A sample of the fantastic rewards at our Attendance Shop.



This half term we have conducted an Attendance Review with the Local Authority. You may have seen the team outside with Mrs Williams, completing the late gate. Following this we are starting to make some changes to our procedures, firstly around First Day Response. You will find details of this on the reverse of this newsletter along with the roles and responsibilities for pupils, parents and school

# Attendance and Punctuality Information

## Roles and Responsibilities

### Pupils will:

- Attend school everyday unless there is a genuine reason;
- Arrive on time;
- Be prepared for the demands of that day;
- Feel comfortable in chatting to a member of staff if they are experiencing problems at home which may affect their attendance.

### Parents/Carers need to ensure:

- Their child attends school;
- They contact school on their child's first day of absence, advising of the reasons for absence;
- Their child arrives at school punctually;
- Their child is appropriately dressed and properly equipped for the day.

### Intervention at School Level

- Where school have not been informed about a child's absence, the school will begin the First Response procedure and contact parents. This is to ensure, in the first case that children are safe.
- Where we have been unable to contact a parent/carers, staff will conduct a home visit.
- Where attendance falls to 94%, school will initiate an Attendance Panel meeting. Through discussions, a target to help improve attendance will be agreed and a review date set. Failure to attend an Attendance Panel will mean that targets and review dates are applied in your absence and will be forwarded to you by post.
- Children with attendance of 90% are recorded as persistent absentees. From this point parents/carers will be asked to produce medical evidence for all absences. Failure to do this will result in all absences being recorded as unauthorised.
- Where attendance falls below 80%, a referral to the Local Authority Attendance and Exclusion Service will be made requesting action from the Local Authority Attendance Officer.

### Absence will not be authorised for the following reasons:

- No explanation is offered by the parent/carers;
- The explanation offered is unsatisfactory;
- Family holidays, except in exceptional circumstances.

### Absence may be authorised for the following reasons

- Illness, medical or dental appointments;
- Days of religious observance;
- Exclusion;
- Family bereavement;
- Involvement in a public performance;
- Exceptional circumstances (determined on an individual basis)

**Please note, that only the school, within the context of the law can authorise absence, not parents. Absences of pupils of compulsory school age without a valid reason or for which no explanation has been provided will be treated as unauthorised.**

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.