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Our ref: KL/SP

11th October 2022

Dear Parent/Carer,

I am writing to all parents and carers for your support in improving whole school attendance and punctuality. As we are now moving forward from the absences that were created due to covid restrictions, it is essential that we build back up on our previous positive attendance rates. Good attendance is a central part of our vision, values and ethos and we want to work in partnership to promote and sustain high attendance together.

The impact upon children's education through lost learning is significant to academic attainment and achievement. School encourages parents to work together and endeavour to have pupils in school; and only absent when it is absolutely necessary i.e. their illness means they are too unwell to attend.

As a school, we carefully monitor absence, analysing data and patterns in an effort to communicate with our families and work in partnership to make necessary improvements. 95% attendance is considered good and both schools strive for this figure or higher.

Government departments track school attendance figures. It is considered that attendance of 90% or below is **persistent absence** which will be closely monitored by school staff. Failing to improve on this 90% means school will involve the Education Welfare Officer as an external partner to improve the attendance.

There are things you can do to improve your child's attendance and avoid falling into a persistent absence category, and achieve our school target of 95%+.

- If your child is generally very unwell and would not be able to complete a school day due to this, make contact with the school office and communicate the nature of the absence
- Talk to your child about the importance of being in school
- Not taking any holidays during term times
- Alert staff if any support is required in helping to improve your child's attendance

The table below provides an example of the impact of lost learning through pupil absence:

Attendance % over a school year	Equal to the number of days absent	Converted into approximate weeks of absence	Approximate number of lessons missed	School concern level
95%	9.5	2	47.5	Pupils can catch up and still succeed
90%	19	4	95	low attendance
80%	38	8	190	Very low attendance
70%	57	12	285	Serious concerns

Punctuality is also highly important. Pupils who arrive late to school are not only losing learning but also disrupting the learning of others as they arrive late for lessons. Having consistent routines is calming for pupils and arriving late can be unsettling for them coming into school.

There is a national drive to improve attendance in schools and we know as a supportive community, you will work with us to ensure pupils are in school and able to fulfil their potential and achieve positive outcomes.

Thank you for your understanding and for working with us to make these improvements and strive to achieve our whole school target for all of our pupils.

Yours faithfully,

K.A. Lee

Mrs K. Lee

Head of School

St. George's Junior School

Rebecca Preece

Mrs R. Preece

Head of School

Woodfield Infant School