



Chawton CE Primary School
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Thursday 14th February 2019

Attendance at Chawton CE Primary School

Dear Parents and Carers,

Regular and punctual attendance has a huge benefit to children and their learning and at Chawton CE Primary School we endeavour to work closely with families to enable all our pupils to reach their full potential.

A fantastic 'Well done' to the following children who have maintained 100% attendance so far this year:

Alberto Da Fonseca Cristina
Max Duvall
Charlie Hegan
Henry Hegan
Finlay James
Willa Martin
Evie Neill
Sacha Retallack
Nikola Snyman.

The Government definition of a **persistent absentee is a child with an attendance of less than 90%**. That is the equivalent of missing 5 days of school in 10 weeks (approximately a term). With our newsletter today we have sent out the Hampshire County Council leaflet about the importance of attendance, which highlights the importance of good attendance on attainment at the end of Year 6 and at GCSEs. It also notes that if a child maintains 90% attendance over 5 years they will have missed over a year and a half of school! An attendance rate of 90% in one academic year is the equivalent of four whole school weeks missed:

For example - 90% attendance for 'Liam' = 20 days absence (four weeks of school missed).

- 2 days sore throat – September
- 5 days cold and cough – December
- 2 days dentist for six month checkup
- 1 day Christmas shopping
- 1 day upset stomach – March
- 2 days high fever/virus – June
- 5 days sickness bug
- 1 day birthday treat
- 1 day – two doctor's appointments.

As you can see, this can easily be accrued over a whole year, but can significantly impact on a child's learning.

Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an exceptional reason for the absence and ensuring a child's regular attendance and punctuality in school is a parent/carer's legal responsibility; permitting absence from school that is not authorised by the school creates an offence in law. There are two main categories of absences: absence that has been given approval, such as authorised absence when a school has given approval in advance of the absence, or if a child is unwell; and unauthorised absence when no reason has been given, or a parent's request has not been agreed. Holidays will be unauthorised absence. Please may we also ask that parents only request for leave of absence if it is for an exceptional circumstance.

As always, please may we politely remind you:

- Our school day begins at 8:45am and all pupils are expected to be seated in class by this time.
- Morning registration is at 8:45am, with children registered as late (coded L in the register) if they arrive after 8.50am.
- Registration closes at 9:05am. Arrival after the close of registration will be marked as unauthorised absence code 'U' in line with Hampshire County Council and Department for Education (DfE) guidance. This mark shows them to be on site, but is legally recorded as an absence.
- If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M', providing the school office is notified. Please may doctor's and dentist's appointments be made outside of school hours or during school holidays, where possible, and also the school may request proof of appointments that cannot be rearranged for out of school hours if they become regular.
- Ongoing and repeated lateness is considered as unauthorised absence and may be subject to legal action.
- If your child is unwell, please telephone the school office by 9:05am, so they are marked accordingly in the school register. Repeated illness may require a conversation with the school, so we can work together to support you and your child.

Please find attached to this letter your child's attendance report so far for this academic year; if you have any questions regarding this please do speak to a member of staff or email the school with your query, we would be happy to help. We are very aware that recent bouts of chicken pox and sickness have meant that there have been periods of absence for children, who may have usually maintained excellent attendance, however we do keep very rigorous records of absence, including reasons for illness, and there are a growing number of school days missed through 'colds' and 'not feeling well'. As recommended by Hampshire County Council, if your child has no temperature but has a cough, cold, headache, earache then, as with adults' medical advice, try to give them paracetamol (Calpol, etc.) and send them to school. We will always contact you if your child's condition worsens or if we believe it is contagious, such as chicken pox, vomiting, etc.

Thank you for your continued support of our school; it is the strong partnership we seek to build with parents and the community that enables our children to flourish and grow during their time here.

Yours faithfully

Dawn Tilley
Head teacher