

**SPRING
TERM!**

Attendance Newsletter

Introducing our termly newsletter...

We are striving to achieve excellent attendance in all children throughout our schools. This is to ensure all children make the most of every learning opportunity and do not fall behind.

Poor attendance does impact negatively on social and academic progress.

We have a duty to address any attendance concerns and will continue to do so until improvements are seen.

The information in this newsletter will provide you with reminders of our attendance procedures.

Reporting absence

If your child is absent, please contact the school office before 9:00am on the first day of absence, as well as every additional day your child is not in school.

Punctuality

Children should be in school on time every day. When they are late, children find it hard to settle in to class and it also disrupts the learning of others.

If your child is late after the register closes, they will receive a late mark. If this is beyond 30 minutes after register closes, this will have an impact on their attendance.

If you have any questions, contact Mrs Willett: nwillett@dplt.education



Absence monitoring procedures

We follow the DLPT attendance procedures when monitoring attendance, as stated in our policies, in line with government guidance.

Our Attendance Officer, Mrs Willett, attends termly meetings with the Local Authority to discuss whole school attendance, as well as individual cases.

Attendance is monitored on a weekly basis. Any concerns are identified and the following is implemented, however we do look at each child on an individual basis.

- When attendance falls below 96%, a letter is sent to parents informing them of the initial concern.
- We then monitor from this letter being sent to see if improvements are made. Where the attendance continues to fall, if it is below 90% a second letter is sent out.
- Parents might be invited to attend a meeting if the attendance remains low. Targets will be set and a time frame given for these to be achieved.
- It is a legal requirement to send your child to school every day. Failure to do so may result in a penalty notice or prosecution.

Throughout all this, we do encourage you as parents/carers to seek help and support from us if you are finding it difficult to get your child to school every day and on time.

We can signpost you to external support if needed, or put strategies in place within school to help.

Holiday requests

Any requests for holiday must be submitted on the holiday request form, available from the school offices.

PLEASE NOTE - Term time holidays will not be authorised unless for exceptional circumstances.

**ATTENDANCE
MATTERS!**

**TOGETHER WE CAN
MAKE A DIFFERENCE**