



September 2018

Important Attendance Reminder

Dear Parents/Carers,

As a school, we are continuing to work very hard to try and improve our overall school attendance, as research has shown that there is a direct link between pupil attainment and attendance. Last Year we almost achieved our goal of 96% for Reception to Year 6, with 95.8%. Unfortunately, the high number of 'holidays' at the end of the academic year had an impact on this.

Changes to the law introduced for September 2015 have highlighted the need for schools to monitor absence extremely closely, in particular for those children whose overall attendance is below (or approaching) 90%. Below this figure is categorised as 'persistent absence' and a serious cause for concern.

To assist with this process, can I please draw your attention to the following procedures:

- If your child is absent, you must contact the school to inform us of this and to provide a reason;
- Medical evidence may be requested for frequent absences;
- If your child is attending a routine appointment during the day, it is expected that they come into school first or are brought into school as soon as possible afterwards.

In addition to this, amendments to the Education Regulations (2013) make it clear that schools are no longer allowed to authorise any requests for children to be taken out of school for a holiday during term time. A leave of absence can only be granted in exceptional circumstances applied for prior to the absence. If a child is taken out of school and misses 5 school days (10 sessions) unauthorised, this will incur a penalty fine being issued by Leeds City Council.

We greatly value the success and achievement of all our pupils and any absence can be to the detriment of a child's learning. I hope therefore that all families / carers will work with the school to ensure that their child's/children's attendance is excellent and that avoidable absences like holidays are no longer a concern.

**An Adventure
in Learning**

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Headteacher
Miss. C. Carr

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Late Arrival

The school day starts at 8.50am and all doors and gates are closed at 9am. If your child arrives after 9am, they must go through the main office and sign in, as they will have missed registration in their class. This is monitored closely.

Late Collection

As a school we have a responsibility to look after every child until the end of the school day: 3.15pm is the end of the school day for all children in main school. 'After school' club's finish at 4.15pm. Please ensure that you contact the office as soon as possible if you are going to be late collecting your child, so we can make sure your child does not worry.

We will monitor late collections.

If you have any questions about the school attendance procedures, please do not hesitate to ask me.

Miss Emma Healey
Attendance Improvement