



St Michael's Easthampstead C of E (Aided) Primary School

Crowthorne Road, Bracknell, Berkshire RG12 7EH

Telephone: (01344) 420878

Website: www.stmichaelsesthampstead.com

Email: secretary@stmicheast.co.uk

Head Teacher: Mrs C Johnson
BA(Hons), NPQH

9th February 2023

Dear St. Michael's Families

I am writing to clarify our procedures for attendance at St Michaels. Monitoring and reporting attendance is part of statutory responsibility. This includes notifying parents if your child's attendance goes below 90%.

Lateness

School starts at 8.50am registers are taken immediately and again at the start of the afternoon session. A child who arrives after the register is marked as late and the reason given and the number of minutes they are late are recorded. Vital information is given at the start of the school day and the child's learning may be affected if he/she is not present for the full session. Punctuality is an important life skill. Persistent lateness will be followed up by the school and may be referred to the Education Welfare Service if it continues.

A pupil arriving late:

- Should enter the building through the main entrance and report to the school office.
- Will have their name entered late in the register with the reason for the late arrival.
- Please note that the back gate cannot be opened after 9am for safeguarding reasons.

Absence

In the interests of safety, parents and carers are requested to either telephone the School Office on 01344 420878 (for pupil absence press 1) or email secretary@stmicheast.co.uk on the first morning of absence, before 8.50am when the registers are closed, stating the child's name, class and reason for absence. This is so that absences can be accounted for. If an illness persists, please contact the School Office each morning. Please be aware that reporting a child's absence is the responsibility of the parent or carer concerned. The School Office will text and telephone parents if notification has not been received.

There are varying levels of absence for concern and we understand if your child is unwell, we do not seek to penalise you, we would like to maximise attendance. We are here to support and help. (Please note that the school is not asking any parent to incur a charge for this information and will not be liable for the cost.) Please be advised that where possible doctors and dentists appointments should be made outside of school hours or during school holidays. You may be asked for proof of the appointment.

We monitor attendance half termly and issue notification letters to parents where a child's attendance is of concern. Where attendance is between 90% and 95% a letter will be sent informing you of the level of absence and offering support if required.

Where attendance is below 90% a letter will be sent informing you of this, offering support and explaining that attendance will be monitored and an improvement expected.

Where attendance is either consistently low or does not improve you will be invited to a meeting to discuss how this can be addressed through an Attendance Plan.

"Go above and beyond with love."

If attendance is low due to a number of incidents of illness we may request medical evidence for any further periods of absence.

Attendance at school is compulsory and a legal requirement. Pupil absence can have a significant impact on progress and attainment. Frequent absences from school mean that their education is being disrupted and they are missing vital parts of the national curriculum, which will affect their progress through the school.

Term Time Leave of Absence

At St. Michael's Easthampstead Primary School we believe term time absences should be actively discouraged. Our purpose is to ensure that your child achieves to their full potential and there is a clear link between poor attendance and underachievement.

However, we recognise that there may be occasions where a parent considers there are extenuating or compassionate reasons for such absence. The Headteacher will decide if the circumstances are "exceptional" and thus whether or not the absence will be "authorised".

Penalty Notices

Circumstances in which a Penalty Notice may be issued A Fixed Penalty Notice can only be issued in cases of unauthorised absence.

A Penalty Notice may be an appropriate intervention in the following circumstances:

- Where there is a minimum of 10 school sessions of unauthorised absence (5 school days) in any 10 week period (these do not need to be consecutive).
- Where term time leave is taken without obtaining authorisation from the school.
- Unwarranted delayed return from term time leave without authorisation.
- Persistent late arrival after the register has closed (U code) on 10 or more occasions in a 10 week period.

I hope you find this letter is useful in clarifying the school's policy and that by working together, we can raise levels of attendance at school at this crucial time for children's education.

Please do not hesitate to contact me if you would like to discuss this matter further.

Yours sincerely

Caroline Johnson
Headteacher

"Go above and beyond with love."