



Attendance Newsletter November 2023

Whole School Attendance Figures



The whole school attendance figure so far this Academic year, November 2023 is**94.2%**

Class Attendance Autumn Term 2023 to date:

- Acorns **94.1%**
- Beech **92.4%**
- Elm **96.7%**
- Maple **94.8%**
- Rowan **92%**
- Willow **96.3%**
- Oak **94%**

We do have an ever increasing percentage of pupils who are proud to have excellent attendance and the whole school attendance figure this year to date reflects this (**this time last year 92.1%**), but as a school we need to increase this figure. **We know you will really support us in focusing on a higher attendance figure and reinforce the good attendance habits that have developed, over this coming academic year.**

Why Is School Attendance Important?



Encouraging regular school attendance is one of the most powerful ways you can prepare your child for success and happiness, both in school and in life!

We all want our children to be happy and achieve!

Children who attend school regularly develop essential social skills and friendships and are more likely to succeed academically; we only get one chance at school, and your child's chances of a successful future may be affected if they are not attending school regularly.

Punctuality Matters Too!



Lost Minutes = Lost Learning = Lost Opportunities

When a child is late, even if only by a few minutes, this can cause considerable disruption. It is disruptive not just to their own learning, but to the learning of the rest of the class.

'Lost minutes equal lost learning'. Just 5 minutes late per day equates to 3 days of school missed each year.

The school gates open at 8.45am ready for school to start at 8.55am. Morning registration is between 8.55am and 9.00am.

Anyone who arrives after this time will be given a late mark 'L'.

Anyone who arrives after 9.25am will be given a late mark 'U', this is counted as an unauthorised absence.

Pupils who arrive late must go straight to the school office to sign in and give a reason for being late.

If your child continues to be late you will be asked to meet with Miss Westwell, Pupil and Family Support Lead, to discuss strategies to improve punctuality. Persistent lateness can result in further action being taken.

If you are having problems getting your child to school on time, please just contact us to discuss this.

What You Can Do!



Make school attendance a priority at home:

Talk about the importance of attending school everyday.

Help your child maintain daily routines and get a good night's sleep.

Try not to make dental and medical appointments during the school day and avoid taking holidays during term time.

If your child wakes up saying they are feeling a little unwell and you are unsure, please send them into school. If a child is genuinely unwell whilst in school we will always ring parents.

Talk to us if your child is worried about something or if you notice sudden changes in behaviour. Miss Westwell, our Pupil and Family Support Lead, is available to offer support and help to our families.

Ask for our help if you are having difficulty getting your child to school.

Communication is vital!



To report a pupil absence you must either;

- Telephone 01254233019 and leave a message on the answer machine or speak to a member of the school office, or
- Leave a message on the Parentmail app, or
- Email Mrs Grimshaw on j.grimshaw@sasj.lancs.sch.uk

If your child is absent and we have not heard from you, we will telephone you on the first day of absence to find out what the reason is. We will also send out a 'reason for absence' email via Parentmail.

If we are unable to contact you, we will approach your emergency contacts and, if necessary, make a home visit.

Absences



Authorised or Unauthorised Absences

Every half-day absence from school is classed as either authorised or unauthorised.

Authorised absences are for reasons like illness, medical/dental appointments, emergencies or other unavoidable reasons.

Unauthorised absences are those which the school does not consider reasonable, such as Parents/Carers keeping children off school unnecessarily or leave that has not been agreed by the Headteacher.

Any child may be off school because they are ill but sometimes it may be that they are reluctant to come to school for other reasons. In these instances it is better to speak to school to resolve the issue, rather than trying to cover up their absence, or give into pressure to let them stay at home. We will always work with parents to understand and address the reasons behind absence.

Continuous unauthorised absences maybe referred to the Local Authority Team and could be at risk of receiving a Fixed Penalty Notice.

Term-time leave

Leave of Absence Request

By law, maintained schools cannot authorise any leave in term time other than in exceptional circumstances. Taking a child out of school in term time will affect their education and progress as much as any other absence.

If leave is being requested for a holiday or extended leave abroad, approval should be obtained from the Headteacher before making any bookings.

Parents/Carers who need to request leave for their child during term time should complete an application form, available from the school office or printed from the attachment below as soon as possible for consideration by the Headteacher. On occasions the school may request a meeting with parents but all requests will be advised in writing, whether the absence is authorised or not. Please

be aware that In accordance with the Lancashire code of conduct, we may request that the local authority issue penalty notices for unauthorised absence.



Every Day Counts!

A good relationship between home and school is vital to make your child feel confident and secure. You play an important role in your child's education and helping them achieve their full potential.

We know regular attendance is vital in achieving this!