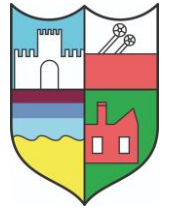




Ellington Primary School



10.10.2022

Attendance

Dear Parents/Carers,

At Ellington Primary School, we believe good attendance is vital in ensuring your child achieves the very best start to their education. Our attendance target for the whole school this year is 96%. This is the minimum expected attendance target set for all schools by the Department for Education (DFE). I am asking for your support in improving whole school attendance and punctuality.

The impact upon a child's education through lost learning is huge. At a time when so much education has been disrupted it is vital that we make every school minute count. I urge you to ensure that your child is in school and on time every day to prevent anyone falling behind with their learning.

In school, we reward good attendance with weekly certificates and class rewards. We will also be having termly prizes for children with 99% or more attendance. (Medical appointments will be taken into consideration and will not affect attendance rewards)

Government departments track school attendance figures. It is considered that attendance of 90% or below is persistent absence which will be closely monitored by school staff. Failing to improve on this 90% can lead to prosecution, which school want to help families avoid.

There are things you can do to improve your child's attendance and avoid falling into the persistent absence category:

- Avoid taking any holidays during term times
- Keep up to date with what % attendance your child has so that you know if they are at risk of persistent absence (office staff can provide this for you and this will be shared on every termly report)
- Speak to teaching staff with any concerns.
- Talk to your child about the importance of them being in school and let them know how important you believe it is.

We appreciate that children do get poorly and, in some instances, do need to miss school. However, we are asking for your support in ensuring that children have minimal absences from school. Please click [here](#) for an NHS guide "Is my child too ill for school?"

If your child is absent from school, you must inform the school office by telephone on 01670 860769 before 9am. This includes nursery children. Any unreported absence will be recorded as unauthorised. We cannot accept messages via Class Dojo for absences. If we have not heard from you by 9:10am then we will start to call all the contact numbers that you have provided in order to gain an explanation for the absence. If we still have not been able to ascertain where your child is then we may make a home visit.

However, if we still haven't been able to get a response then we may report it to the police as your child will then be classed as a 'missing child'. This procedure is to ensure that we know where your child is and that you are all safe. The welfare of our pupils is our number one priority.

If you plan to take your child out of school during term time for family holidays or events, you must fill out a leave of absence form. This form can be obtained from the school office and is a requirement set out by Northumberland County Council. Forms need to be submitted at least 2 school weeks in advance of any leave. Any absence from school with less than two weeks' notice will be deemed an 'unauthorised absence'. I am not able to grant permission for any holidays during term time and as such, these will be coded as 'family holiday (not agreed)'.

This year, we have a new Educational Welfare Officer (EWO) who will be working closely with the school to support families and individuals improve their attendance.

We want to help families get their child to school on time. Here are some things you can try:

- Have everything you/your child needs for school prepared the night before
- Ensure that your child goes to bed at a reasonable time so they are not too tired to get up in the morning
- Ensure your child has a good night's sleep by minimising their use of devices at bed time
- Have a consistent bedtime routine for your child
- Set an alarm to allow plenty of time for your morning routine in getting to school on time
- Bring your child to breakfast club (booking via School Gateway)

If you would like any support or further information, please speak to your child's class teacher, myself, or contact the school office.

Best Wishes,

Mr Hodgson
Headteacher

Headteacher: Mr K Hodgson

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