



Welcome to our Christmas Attendance Newsletter.

In recent years children have missed large amounts of learning due to the pandemic. Many are still finding it difficult to fill the gaps in their learning. This is why it is more important than ever for children to attend school as much as possible.

By working together to ensure your child attends school every day we can fill these gaps.

We have created a new school attendance policy which will be published on our website shortly, however our attendance newsletter will help answer any questions you may have.

In the meantime let's start the New Year with a resolution that:

EVERY SCHOOL DAY COUNTS

Best wishes this Christmas and a Very Happy New Year.

Mr Joseph O'Connor
Headteacher

REMEMBER

School Returns on Wednesday 4th January 2023

Congratulations – we have 34 children who have achieved 100% attendance so far this year.

Our target is for all children to achieve a minimum of 96% attendance (a maximum of 8 school days in one school year).



Monitoring Attendance

When a child's attendance drops below 90%, they are known as a Persistent Absentee (PA). This means over one school year they will miss 19 days or almost 4 weeks of missed learning.

The Department for Education collects details of every PA child in the country.

If your child becomes a Persistent Absentee (PA) you will receive a letter informing you of your child's attendance.

If your child is a Persistent Absentee you could be asked to provide medical evidence, such as a prescription or appointment letter or copy of a text so that the absence can be authorised.

If your child's attendance drops below 95% you will receive a letter informing you. If your child has more absences, you will receive a second letter to inform you that your child's attendance will be monitored for 15 days. If your child is absent during these 15 days then you will receive a third letter stating that any further absences will be unauthorised, and you could be requested to attend a School Attendance Panel Meeting.

BREAKFAST CLUB

At St Mary's we run a Breakfast Club every day from 8:00 am.

The price is £ 1 per day you do have to prebook on parentpay. Contact the office for more information.

Reporting Absence

If your child isn't going to be in school it is your responsibility to inform school on each day of absence.

Please do this by calling the school office on 01472 357982 before 9am. You can also email the school office at office@smp.nelcmail.co.uk or send a message on the Scholarpack app. (If you do not have the app and would like details on how to get it then please let the office know).

Scholarpack APP.



Please do not message on dojo.

If you do not inform school, you may receive a visit from The Education Welfare Officer.

In line with National Guidelines, the Education Welfare Officer may visit on the 3rd day of any absence even if the absence is authorized. If the absence continues, further visits will be made.

A GOOD START TO THE DAY.....

What you can do:

- Find out how long it takes to get to school.
- Have a regular routine for the start of each day.
- Help your child get their clothes and equipment ready before they go to bed.
- Set a reasonable bedtime to make sure they have enough sleep.
- Get your child to school on time. If they are late they have a bad start to the day.

Attendance Matters



Lateness

Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to re explain work.

It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions please make sure that you contact the school office to inform us when you will arrive.

What Lateness Means:

5 minutes late each day	3 days lost
10 minutes late each day	6.5 days lost
15 minutes late each day	10 days lost
20 minutes late each day	13 days lost
30 minutes late each day	19 days lost or half a day each week

(Figures are calculated over one school year)



LEAVE OF ABSENCE DURING TERM TIME

St Mary's will not grant any leave of absence during term time unless there are exceptional circumstances.

A leave of absence is granted entirely at the head teacher's discretion and is **not a parental right**. In accordance with government guidelines, the application must be made 12 days in advance by completing a leave of absence request form. The head teacher must be satisfied that there are exceptional circumstances which warrant the leave.

If parents take pupils on holiday during term time St Mary's will not provide extra work; students will be expected to catch up with any work they have missed when they return from the holiday.

St Mary's will not agree a 'leave of absence in circumstances such as:

- *Availability of cheap holidays.*
- *Availability of desired accommodation.*
- *Poor weather experienced in school holiday periods; and*
- *Overlap with the beginning or end of term.*

If your request is not authorised and you take your child out of school, or if your child is absent for more than the agreed days, you may be referred to the Education Welfare Service and a penalty notice issued. Penalty notices are issued per parent, per child. The fine is £60 if paid within 21 days, rising to £120 if paid between 21 and 28 days. If the penalty notice remains unpaid this will lead to prosecution through the Magistrates' Court.

TERM DATES 2023

Return to school Wednesday 4th January

Training Day 10th February

Half term 13th – 18th February return to school 20th February

Break up for Easter Friday 31st March and return to school on Monday 17th April.

Bank holiday 1st May

Bank holiday for the Coronation 8th May

Half term 29th May – 2nd June return to school on Monday 5th June

Last day of term Thursday 20th July.

Please contact the office if you would like our term dates for
2023/24



ATTENDANCE REWARDS

We regularly review our attendance rewards and may have additional rewards introduced at short notice. Look out for details

Weekly

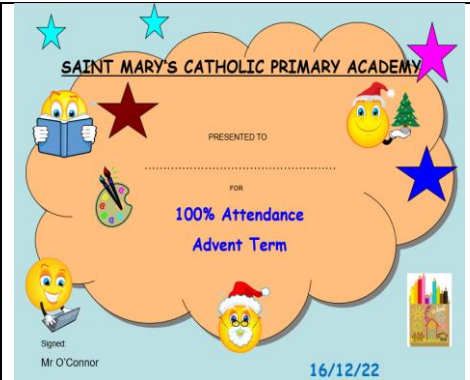
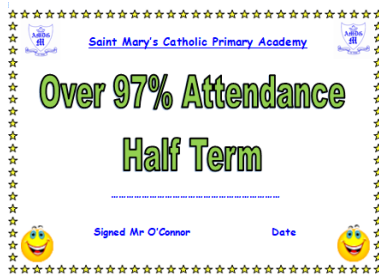
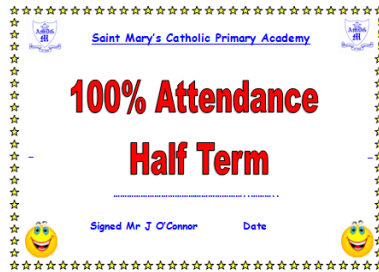
Every Monday morning the children with 100% attendance will receive a special sticker as they have missed no learning time the week before. Each class will have an attendance ladder poster on which the children can see where they are on it so they can try and reach the top.

Every Friday in Shine Assembly the class with the highest attendance for the week will receive a Rosette/Cup

Attendance Ladder		How close are you to reaching the top?	
100%	→ Perfect	🌟	
98%	→ Impressive	😊	
96%	→ Good	🙂	
95%	→ Nearly there	😊	
94%	→ Needs improving	😐	
90%	→ Not a Whoppy	😞	
80%	→ Worst	😡	

Half termly

At the end of each half term the children with 100% attendance in school will receive a certificate, this means for no learning time missed due to being late or out for appointments. They will also receive a 100% pencil, badge or bookmark. We realise that some children have very good attendance but might have miss a small amount of learning time so these children will receive a 97% certificate.

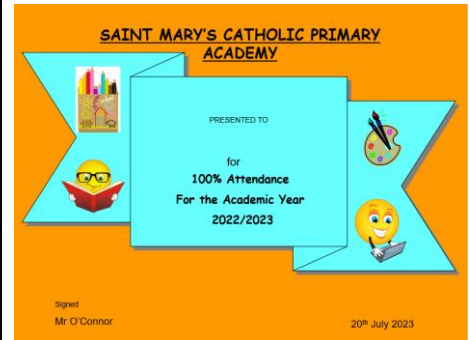


Full Term, Christmas, Easter and the Summer.

At the end of each half term the children with 100% attendance in school will receive a certificate, this means for no learning time missed due to being late or out for appointments. They will also receive a gift, for example a £5 book voucher. 100% and 97% certificates will also be given out. Class prize for the best class attendance for the term.

End of year

Children with no time missing from learning for the whole year will receive a prize. The termly and half termly certificates will also be given out.



We greatly appreciate all your support with helping us to raise attendance for your child and for the school.