

05th September 2022

Dear Parent/Carer

As we look forward to welcoming you back this academic year, we must look at ensuring our attendance is a strong part of Donington Cowley Endowed Primary School. I would like to take this opportunity of introducing myself, Sarah Chance; I will be taking on the responsibility of monitoring school attendance and ensuring that our attendance policy is followed.

Working with the Senior Leadership Team, we will closely monitor attendance. Ideally, every child would attend school every single day in order to make the most of every learning opportunity available. However, we do understand that there may be occasions where children are unwell, or due to personal circumstance they are unable to attend. Our school priorities for attendance this year are to ensure that:

- Our whole school attendance is at least 97% or above
- Children will attend school regularly
- Children will arrive on time and appropriately prepared for the day
- Families will tell a member of staff about any problem or reason that may prevent them from attending school.

If your child's attendance drops below 90%, they are recorded as a persistent absentee. These children are closely monitored, and it may be that throughout the year, meetings are organised to address any issues and offer support. Please be aware that persistent absenteeism will also be dealt with through our Safeguarding procedures. Failure to ensure your child regularly attends school is categorised as Educational Neglect.

To breakdown the importance of attendance I would like to share some figures with you. During the academic year, we have 190 days school days. To have attendance of 90% that's equates to a child missing a month of school per year, on average 1 day every two weeks and this will have a detrimental effect on their achievement: considerably impacting your child's progress both academically and personally. Please note, term time holidays will not be authorised and will be subject to a Fixed Penalty Notice, (fine) by the Local Authority. Leave of absence for a child will only be authorised in exceptional circumstances.

We are extremely grateful to our families that contact the office or notify via parent mail of their child's attendance regarding any absences that the child may have. Please can I ask that we continue to phone the school office or notify via parent mail if your child is unwell and unable to attend school. This should take place again each day your child remains absent. For example, if your child is absent on Monday and Tuesday you should make contact both days. Where we do not receive parental contact regarding an absence a Safe & Well check may be carried out at the child's home address.

Attached to this letter is a copy of the Attendance Policy, please take the time to read this and familiarise yourself with how we will be moving forward and monitoring attendance very closely.

Finally, I would like to say thank you to everybody for their efforts over the last academic year.

Yours Sincerely,

S.Chance

Miss Sarah Chance