

Overdale Community Primary School

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Headteacher: Mr Robert Bowman



Our REF RB/RC

Dear Parents/Carers

We believe that children's consistent attendance in school is a key factor in their achievement and attainment over their time in education. It is vital that we give our children the greatest possible opportunities to progress and thrive throughout their early education. Enabling them to succeed in their later life, at home, in the community, in further education or in employment.

The 'Working Together to Improve Attendance' document states:

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn

Our school attendance target is 96%, which is in line with the UK national attendance target for schools.

Currently, our school attendance is 96.1% for all children.

We appreciate your support and co-operation regarding your child's attendance and further encourage you to continue to promote the importance of high school attendance throughout your family. It is important to note that parents have a statutory responsibility to:

- Ensure their child attends every day the school is open except when a statutory reason applies.
- Notify the school office on 01723 582360 as soon as possible when their child has to be unexpectedly absent (e.g. sickness).
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible.
- The statutory guidance for this is found at this link below:

[Summary table of responsibilities for school attendance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/671422/summary-table-of-responsibilities-for-school-attendance.pdf)

In order to ensure your child's high attendance and carry out your statutory roles, you could arrange medical appointments for out of school hours or if it is necessary to book an appointment in the middle of the day, children could come to school if they are healthy enough and leave temporarily for their appointment, returning to school after.

Holidays should be booked out of school term time, there are 13 free weeks per year to do this. If this is not possible due to exceptional circumstances, a Leave of Absence Form would need to be completed in advance of any child absence. However, this does not

mean that the absence will be authorised. Any unauthorised leave of absences could result in a fixed penalty notice issued by the Local Authority.

Children should arrive at school in time for registration at 8.40am in order to be marked present and on time for the day. If a child arrives after this time they may be marked as a late. If your child arrives after 9.10am they will receive an unauthorised late mark in the register and this will then affect their attendance.

If your child's school attendance is 96% or below at any point in the academic year, they fall into the 'Persistent Absence' category. At this point, contact will be made with parents via telephone, letter or face to face to discuss necessary support to help improve their child's attendance. A plan of action will be developed. We will be holding meetings every half term with parents of those children who are classed as persistently absent and also those of children who are persistently late.

Any child with 85% attendance or below at any point within an academic year, could trigger a discussion with Children & Families Services regarding a possible referral within the NYCC policy and practice guidance.

You may have seen our new attendance policy which has recently been posted on Dojo. This also informs you of our new first call procedures and the steps we take monitoring day to day absences to help prevent and persistent absences within school.

This table will help highlight how significant each day's absence is for your children's education.

Attendance %	Days missed	Lessons Missed
100%	0	0
99%	2	10
96% (School Target)	8	40
94%	12	60
90%	20	100
85%	30	150
80%	40	200

If you have any questions, please feel free to arrange a meeting with myself or Miss Cammish our attendance officer.

Kind Regards

Mr R Bowman
Headteacher

