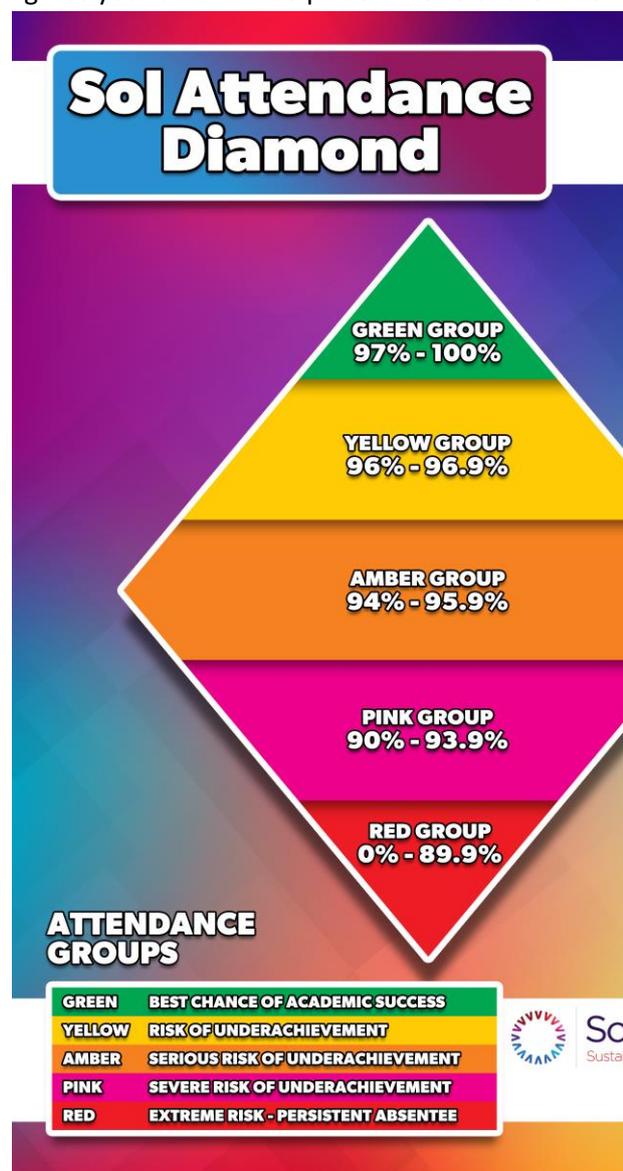


## Is Your Child Missing Out?

### Focus on Attendance and Punctuality

Research has shown that regular attendance and good punctuality are crucial factors in students achieving their full potential in education. At Scotts Park Primary School we wish to work in partnership with parents and carers and so are seeking your full support in ensuring that your child attends school every day and on time. We are always pleased to work together with parents/carers in resolving any difficulties, but we are also committed to improving attendance levels at school.

The target attendance figure for all pupils is a **minimum of 97%** attendance. Based on current attendance figures your child will be placed in one of the following groups below.



#### Group 1: No Concern

##### - Green Group

The child attends for 97% - 100% of the time.

#### Group 2: Concern

##### - Yellow Group

The child attends for 96% - 96.9% of the time.

#### Group 3: Risk of Underachievement

##### - Amber Group

The child attends for 94% - 95.9% of the time.

#### Group 4: Severe Risk of Underachievement

##### - Pink Group

The child attends for 90% - 93.9% of the time.

#### Group 5: Extreme Risk of Underachievement

##### - Red Group

The child attends for 0% - 89.9% of the time.

Your child will be informed of their Attendance Group by their Class teacher. Scotts Park Primary School are monitoring students closely whose attendance is falling and will contact you if your child's attendance does not improve. As a parent/carers you are committing an offence if you fail to ensure that your child attends school regularly and punctually, even if they are missing school without your

knowledge. It is important that parents/carers monitor single day's absence, as these days soon add up to weeks.

At Scotts Park Primary School we reward pupils who attend school each day and whose attendance is improving. Students are also rewarded for good punctuality. If you are concerned about this new 'Focus on Attendance', there are important steps that you can take:

- Ensure your child attends every day, on time, equipped and ready to learn. Students arriving after 9.30am may be marked absent and will require an explanation or the absence will remain un-authorised.
  - It is most important that the school has up-to-date addresses and telephone numbers. We will contact you if your child is absent and you have not contacted school. This ensures that the absence is quickly identified.
- If your child is ill, contact school on the **first** day of absence and provide an explanation.
- If no contact is received regarding the absence, it is recorded as **un-authorised**. Ultimately school is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You will be asked to provide medical certificates if your child has a poor attendance record.
- Ensure that medical appointments are made outside of school time.
- Avoid trivial absences such as, 'buying new shoes', during school time. This would not be accepted as a reasonable absence.
- Holidays should not be taken in school time. Any Leave of Absence can only be agreed by the Head of School and only agreed where there are exceptional circumstances.
- Respond to letters or telephone calls regarding attendance and punctuality.
- Contact your child's Class teacher, or the Family Worker, if you are experiencing difficulty in getting your child into school.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at Scotts Park Primary School.