



Woodthorpe Community Primary School
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City Community Learning Trust

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ATTENDANCE MATTERS

Dear Parents/Carers,

We are very proud of our school, our staff and above all our children! Others however, including **OFSTED**, would judge us unfavourably with an attendance of 94%. **The National Average Attendance for Primary Schools is 96%**. 2% below national may not sound a lot but it equates to 6% of our children having approximately **9 days off each per year**. Please help us to address this problem by ensuring you're child attends every possible day!

We are aware that there are legitimate reasons for a child to be off school and in these cases, we will support families to ensure that the period of absence is kept to a minimum. We support a number of children by administering medication where necessary and in extreme circumstances, providing transport. We are also aware that there have been cases of sickness and diarrhoea in recent months, which have required children to have 48hrs off school. There are also many more reasons, which, to many families are inhibiting getting children to school.

WE ARE HERE TO HELP! At school we have the means to support families in numerous ways and have sign posted many to other organisations which can offer support and advice. Please ask...

Below are some figures provided to us by the Local Education Authority. They clearly demonstrate the impact that different periods of absence and persistent lateness has on the education of your child. Please take the time to look through these figures and discuss the impact with your children where appropriate.

ATTENDANCE %	Days missed on average per week	Lessons missed in a Year	Time missed in Education between Y1- Y11
90	0.5	Nearly 100	Over 1 Year
80	1	Nearly 200	Over 2 Years
70	1.5	Nearly 300	Over 3 Years
60	2	Nearly 400	Over 4 Years
50	2.5	Nearly 500	Over 5 Years

Number of mins late per day	Time missed per Year	Time in education missed between Y1- Y11
5 mins	15.8 hrs = 0.6 day	6.9 days
10 mins	31.6 hrs= 1.26 days	13.9 days
15 mins	47.5 hrs= 1.9 days	20.9 days
20 mins	63.3 hrs = 2.5 days	27.9 days
30 mins	95hrs=3.8 days	41.8 days

In the next couple of weeks, you will be receiving a letter, with the breakdown of your child's attendance. A figure of 90% or below may indicate that under government guidelines, your child is categorised as a **Persistent Absentee**. If this is the case, you will be contacted by school to discuss the matter further. This may involve a meeting with our Education Welfare Officer (Mrs Daley) or a meeting with the Local Authority Advisor and a member of the governing body. **This will give you an opportunity to explore further support options where appropriate.**

For those children whose attendance is between 90-95% we ask you to look at the reasons for absence and where possible support your child in attending school on a regular basis. **You may also receive a call from a member of our senior leadership team, who will be contacting you to offer any further support and advice.**

We are also looking at ways in which to recognise more of the children whose attendance is **above 95%**. We currently have a weekly raffle and half termly prizes for the best attending class. Any further suggestions will be gratefully received.

I know that you all want the very best outcomes for your children and I would like to take this opportunity to thank you personally for the support you provide to both myself and the staff here at school. Should you have any queries relating to this matter, then please do not hesitate to contact either myself, Mrs Bister or Mrs Daley.

Kind Regards

Dave Smith (Headteacher)