



Attendance Newsletter

October 2018

Dear Parents and Carers

We would like to take this opportunity to say a big THANK YOU for your continuous support in raising attendance and punctuality.

Currently, we have made fantastic progress with whole school attendance, which is a whopping **97.44%** and **1.06%** up from our September attendance figure of **96.38%**. This is amazing and we are striving well towards an outstanding attendance figure of **98%** so that we as a school can break all attendance records!!!!!!

We really do appreciate your support and know that we can together, make the attendance this academic year – the very best!



Attendance Week

(Monday 22nd October – Friday 26th October)

Next week, across Reception to year 6, Manor Primary will be having an attendance focus week. This will be a great opportunity for our children, school and community to raise the profile of outstanding attendance and punctuality.

At the end of next week, attendance rewards and stickers will be awarded to those pupils with **100%** attendance.

Remember that our Manor attendance motto is – **'Cool to Be in School'**

Attendance Winners for October

Week Beginning (24.9.18-29.9.18)

Winners

Class IMP – 100%

Class 4MB – 99.26%

Class 6JN – 99.26%

Week Beginning (1.10.18-5.10.18)

Winners

Class IMP – 98.15%

Class 3MC – 99.23%

Class 6JN – 99.26%

Week Beginning (8.10.18-12.10.18)

Winners

Class 2SS – 100%

Class 2ZM – 100%

Class 3RS – 100%

Class 6JN – 100%

Well done to our children for winning the attendance award and receiving a £5 note on each winning occasion.

Let us see which classes will be next on the winning board!



Why is good attendance and punctuality important?

Education lays the vital foundations of a child's life. Regular and punctual attendance at school is key to both academic and social development, which in turn will improve the life chances of children and young people.



What does 90% attendance mean?

90% attendance = ½ school day missed every week!

One school year at 90% attendance = 4 weeks of learning missed!

Over 5 school years of school = ½ school year missed!

All children and young people nationally whose school attendance is 90% or below are considered to be persistent absentees.

Rewards for Good Attendance

Attendance figures are provided to class teachers and pupils on a weekly basis. An assembly is used to share the figures with the pupils and award the class trophy to the classes (across KS1 and KS2) with the best overall attendance figure for the week. Each winning class is awarded a £5 note which will go towards a prize.

Towards the end of each school term (autumn, spring and summer), all those pupils with 100% attendance will receive a special badge.

At the end of the year, certificates will be awarded to all pupils with 98% attendance (the school target) or above, as well as to those pupils who have made significant effort to improve.

Well done and thank you to everyone who has helped reduce our absences and cooperated with our attendance procedures. A reminder about these is outlined below:

- ✓ If your child is unwell please inform the office by 9.30am on the days that they are absent.
- ✓ On your child's return to school, please bring a note to the office explaining why your child was absent. If your child is absent directly before or after a holiday, you will need to bring in medical proof to support the absence.
- ✓ Please avoid making dental/medical appointments for your child during the school day; if an appointment is absolutely necessary please show your appointment card (preferably in advance) to the office as evidence for this absence.

Holidays during term time will not be authorised.

Any unauthorised absence may result in an immediate penalty notice of £60 per parent per child from Local Authority Services.

If your child's attendance falls below 90%, the school will invite you to a meeting to discuss this.

Punctuality Matters too! Missed minutes = missed learning = missed opportunities!

As a school, we are aware lateness can affect achievement. We monitor punctuality closely and have strategies in place to address lateness. Awareness of the impact of lateness is raised with pupils, staff and parents regularly.

Registration begins at 8.50am and all pupils are expected to be in their classroom at this time. Pupils arriving after this time will be marked as present but arriving late (L). The register will close at 9.00am.

On arrival after the close of register, parents and pupils must immediately report to the school office or our attendance officer, Miss Kaur!

Remember 'it is cool to be on time for school'