



Attendance Newsletter

September 2018

Dear Parents and Carers

Manor Primary School promotes the view that regular, punctual attendance is important to ensure the best possible learning outcomes for all of our children. We feel the whole school community has a responsibility for punctuality and attendance and we want to work closely with parents and carers to promote regular, punctual attendance.

Manor Primary School continues to focus on attendance and punctuality so that together, **we can strive together towards an outstanding attendance figure of 98% and break all attendance records!!!!!!**

Currently, we remain below this with a whole attendance figure of **96.38%** and so, we need your continuing support to ensure we hit this important mark.

THANK YOU SO MUCH to those families who have been working hard to ensure children's punctuality and attendance is high. **THANK YOU** for getting these important habits established early on in your child's life as it will make a difference in their futures.

We really do appreciate that you tackle the local traffic, come rain or shine, and with young families to get to school on time so that children can begin learning and so that other children's learning isn't affected by late comers.

There is a link between attendance and achievement and therefore it is very important that your child attends school every day unless there are **exceptional** circumstances.

Attendance Winners for September

Week 1 (10.9.18-14.9.18)

Winners

Class 2SS -100%

Class 3MC - 99.31%

Week 2 (17.9.18-21.9.18)

Winners

Class 2SS - 100%

Class 3MC - 97.93%

Well done classes 2SS and 3MC for winning the attendance award two weeks running and receiving a £5 note on each winning occasion.

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



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

As a school, we are aware lateness can severely 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'**

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

Family holidays and term time leave

Parents/carers should ensure that family holidays and any term time leave are arranged outside of school term time.

Parents/carers should not remove their child from school during term time and any requests cannot be authorised for any circumstance by Head of School.

If a child is absent and it is classed as unauthorised absence, parents/carers may be issued with a penalty notice.

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 KSI 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.

Monetary Value	Attendance/Star of the Week/Behaviour Rewards
£25	Stationary reward including pencil, ruler and rubber
£50	Movie and Popcorn afternoon
£75	Non-uniform Day with disco and drinks afternoon or Games Fest!
£100	VIP Tea Party
£125	'Happy Afternoon'

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 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.



We hope with your continuous support, together we can strive towards an outstanding attendance figure of 98% and break all attendance records!

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

The school day begins at 8.45am and the doors close at 8.55am. Please make sure that your child arrives on time every day to ensure that your child is settled and makes good use of the morning. The children registered after 9.00am are considered late.