



Dear Parent/Carer

At Kettering Park Infant Academy we know that good attendance is central to a pupil attaining well and making the best possible progress. For our children to gain the greatest benefit from their education, it is vital that they attend regularly and are at school, on time, every day the school is open, unless the reason for the absence is absolutely unavoidable. Any pupil's absence or regular late arrival will impact negatively on their learning and progress.

The Department for Education requires all schools to track attendance carefully – and we and the trust have set ourselves an annual attendance target of 96% or above. The vast majority of our families achieve a good level of attendance, however, where families fall below the 96% we will discuss this with you and see how we can support you to improve. We do appreciate that children get ill from time to time – but there are primary schools in the UK achieving an overall level of attendance as high as 98% - well above the national average. We hope you can support us in achieving our target – we can only do it with your support!

Attendance is Important!

- ◆ Statistics show a direct link between under-achievement and poor attendance.
- ◆ Pupils with regular attendance make better progress, both socially and academically.
- ◆ Pupils with regular attendance find school routines and school work easier to cope with.
- ◆ Pupils with regular attendance have an easier transfer to the next stage of their schooling, having developed positive habits in attending school every day.

RED, AMBER, GREEN ATTENDANCE

Our aim is to find ways to help those with low attendance. We categorise levels of attendance into red, amber or green

GREEN - 96% and above.

Good attendance – ideally where all pupils should aim to be.

AMBER - below 95%

Attendance below expected level - if your child drops below 95%, they are considered to be in amber, a signal that attendance needs to improve.

RED – continued drop in attendance figure or no improvement

If attendance has not improved from amber, despite intervention from school, a referral will be made to the Local Authority.



Protocol

On a monthly basis if your child's attendance has dropped below 95% you will receive notification of this. Depending on the individual circumstances we may arrange for you to come into school to discuss your child's attendance levels.

Help if you need it

Sometimes there are underlying reasons why a child does not attend school regularly. If at any time you have any difficulty in getting your child to school **please speak to us, we are here to help and support and can often find ways to help with any problems.** Phone or call into school and ask for Mrs Carson (Family Support Worker).

Being on Time Matters

School strtaing times:

Reception – 8:50am

Year 1 – 8:40am

Year 2 – 8:40am

Being on time is the best way of starting the day for your child so that no learning time is lost and they feel settled and ready to learn. Please help your child have a good start to the day and set up good habits of being on time.

When children arrive **late** they may feel **uncomfortable, embarrassed and miss some teaching.** We record late arrivals and parents will be asked to come in and discuss this if their child is persistently late for school.

Did you know that being 15 minutes late each day is the same as missing two weeks of school over the year. Even just being five minutes late adds up to three days absence over the year.

Medical Appointments

Please where possible make medical appointments after school or in school holidays. If you have to take your child for a medical appointment during school time we will need to see an appointment card or letter. It is not necessary for your child to be absent for the entire day due to a medical appointment. We are very happy for your child to attend school for 'part' of the school day, i.e. if the appointment is in the morning, we would expect your child to return to school for the afternoon session; if the appointment is towards the end of the school day, your child would be allowed to leave school early.

Absence from school for head lice is not necessary and will not be authorised - however a treatment **MUST** be administered. A leaflet to assist with the treatment of head lice is available from the school office.



Good Attendance

We know that there are many parents and families who work hard to ensure that their children do come to school on time and always call to let us know if their child is ill. Thank you.

We are running attendance prizes and rewards to encourage good attendance.

Here are some of the prizes and rewards we are currently running in school:

Weekly Attendance Award:

The class with the highest attendance receive a certificate in celebration assembly each Friday.

End of year

At the end of the academic year all children who have full attendance will receive a 100% attendance certificate.

Attendance Facts

Exceptional

Attendance is 99% or higher. Always in school on time. Less than 2 days off. Pupils with this attendance should achieve the best grades they can.

Good

Attendance is 96% or higher. Very rarely late to school. Less than 10 days absence in a year. Pupils with this attendance are more likely to achieve their target grades.

Room for Improvement

Attendance falls below 96% or occasionally late to school. More than 10 days absence. may fall behind in Maths, English and other subjects; it will be difficult for them to achieve their best.

Cause for Concern

Attendance is below 90% or frequently late to school. More than 20 days absence. It will be almost impossible to keep up with their work.

Attendance Management

We will send an in app message on Arbor to parents in the morning to find out about any unexplained absence. It is important that you call the office to let us know if your child is poorly or the reason for their absence on **every** day they are absent.

All parents will receive their child's attendance at parents evening to discuss with the class teacher.

The parents of any child falling below 95% attendance will be sent a letter of concern to make them aware that their child's attendance is slipping and ask for their support in ensuring that it improves.



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Any child whose attendance is below 90% will receive a second letter of concern asking them to attend a meeting with the Head Teacher/Family Support Worker to discuss the reasons for the low attendance and ways in which we can work together to ensure it improves quickly.

The Family Support Worker will carry out a home visit to pupils with low or unexplained attendance and will also monitor and check late arrivals daily/weekly.

Pupils who have consistently low attendance will be referred to the Local Authority Educational and Inclusion Partnership for further investigation and could face a fixed penalty notice if they have missed 10 or more sessions in any six week period.

Parents or carers who remove their children from school for periods of 5 days or more during term time without notice or authorization may also face a prosecution and a fixed penalty notice.

Yours sincerely



Mrs S Powell
Head Teacher