

Priory CE Academy

Jubilee Road
Trentham
Stoke-on-Trent
ST4 8EF



"Be the best that you can be"

Tuesday 5th September 2023

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priory@prioryceprimary.org
Co-Headteachers:
Miss P. Keen & Mrs J Cunliffe

Dear Parents and Carers,

Priory CE Primary School seeks to ensure that all its pupils receive the education they are entitled to. There is a direct link between attendance and academic achievement: children need to be in school to learn well.

Attendance is very important to us. We provide a welcoming, caring and inclusive environment where each member of our community feels safe and valued. We celebrate good attendance in a variety of ways throughout the year. All staff encourage and support regular attendance and punctuality.

Equally important is the significant impact low attendance and lateness has on a child's self-esteem, relationships with peers and their sense of belonging. Access to full time education supports pupils in reaching their potential and increases their life chances.

As we embark on a new school year, we will be working to monitor attendance carefully. As a school we want all our children to achieve and we are constantly looking at ways of supporting our families.

Attendance Notification Letters will be sent to parents routinely throughout the academic year. These letters will be sent termly (reporting on attendance for previous term). They will explain which band of attendance your child/children has achieved.

Further letters could be sent if children have attendance below 95% and if children have attendance below 90%, you will be invited into school to discuss support for your child.

Every single day a child is absent from school equates to a day of lost learning. Attendance percentages can be misleading. For some, 90% attendance may seem like an acceptable level of attendance. However, the reality is that 90% attendance means that your child will have missed half a day of school each week or 19 days of school during the school year. That is nearly four school weeks.



The information below shows the amount of lost learning a child may have by missing school.

100% attendance-no days missed. Perfection!

99% attendance-two days of absence across the year. Excellent!

97% attendance -five days of absence across the year. Good

95% attendance-nine days of absence across the year: one week and four days of learning missed. Satisfactory

90% attendance-nineteen days of absence across the year; three weeks and four days of learning missed. Poor

85% attendance-twenty-eight days of absence across the year: five weeks and three days of learning missed. Very Poor

80% attendance-thirty-eight days of absence across the year: seven weeks and 3 days of learning missed. Unacceptable

75% attendance-forty-six days of absence across the year: nine weeks and one day of learning missed. Unacceptable

Education Welfare could become involved if attendance falls below 90%.

Celebrating Attendance Success

Each term children who have 100%, 99% and 98% attendance for the term will receive an attendance certificate.

Each week, in worship, we celebrate class attendance for the previous week.

Attendance for the school will be reported on ClassDojo weekly.

Attendance will be celebrated in the regular newsletter which is available to parents. The newsletter will keep parents fully informed of our school attendance and celebrate achievements. We are also happy to take ideas and inspiration from parents to support our attendance campaigns.



Punctuality

Arriving at school on time and ready to learn is the best start to the day for our children. Even being 5 minutes late per day can add up to 3.4 school days missed annually. Repeated lateness is monitored and tracked using the same system as for non-attendance. When a pupil has 4 or more late marks recorded and/or a total of 40+ minutes late over a half term this will trigger a punctuality notice sent to parents and a meeting maybe arranged to discuss any issues and plan appropriate support for the family.

Absences

As advised by the Department for Education, the Headteacher will only grant a leave of absence in 'exceptional circumstances'. A regular holiday, regardless of parental holiday entitlement and issues, will not be authorised. To request leave a form, which can be collected at the office, needs to be completed. The head teacher will consider whether the leave will be authorised or unauthorised on an individual basis.

If the absence is unauthorised this does not prevent people taking the leave, but parents and carers should keep in mind that if attendance becomes an issue this may result in a referral to Education Welfare Service and could result in legal action. Please support us by making doctor, dentist and medical appointments outside of school hours when possible and ensure your child arrives at school on time.

If your child is genuinely unwell and unable to attend school, please follow the reporting method using Studybugs. We must have a reason for every time a child is absent from school.

If we have not been able to contact you we may make a home visit, inform our Education Welfare Officer or inform the police or social services. Some of these measures may seem extreme but it is our duty to ensure the safeguarding of every pupil in our school community.

We are here to help in anyway we can. We would encourage you to keep the lines of communication open and if we can be of any support, please do not hesitate to call school or speak to Mrs Forrester.

Many thanks for your continued support.

Mrs Forrester

Senior Inclusion Lead/DDSL

