



**Colyton Primary School
Kilmington Primary School
Seaton Primary School
Shute Primary School**

Executive Head: Alan Simpson Tel: 01297 20922

To all Parents and Carers

Friday 11th December 2015

Improving Attendance and Punctuality at Axe Beacon Federation Schools

Dear Parents,

We would appreciate your support in improving our attendance and punctuality.

Why is attendance and punctuality important?

Good attendance and punctuality is vital if children are to do their best and make good progress. Research shows that children are much more likely to meet age-related expectations if they have high levels of attendance at school, and we aim to promote this from the very start of their school career. This encourages children to form positive attitudes from a young age, which will influence their approach to work and life in later years. If children understand how important good attendance and punctuality is, they will achieve more in school and will develop good habits for the future.

Attendance

It is statutory for children who are age 5 or older to attend school. This means that all the children in our Key Stage 1 and 2 classes, and the children in our Reception classes who have already had their fifth birthday, must come to school every day. The Government's minimum standard for a primary school's attendance is 95%, however our expectation is much higher than this as a federation, and our attendance target at **Seaton Primary School is 96%**.

Absence from school will be authorised if it is due to illness or medical needs, however we do still encourage children to attend school unless they are very unwell. When children are not attending school because they are ill, parents/carers must inform us on the first day of absence, preferably by calling before school starts. If an absence is not reported by a parent then we are duty bound to investigate, and if no reason is given then it becomes an unauthorised absence.

Holidays in term time are not permitted, and the federation complies with the national and Devon policies where holidays in term time will only be authorised in exceptional circumstances. The Leave of Absence form available from the school office gives examples of these.

Did you know that 90% attendance means that your child is absent from lessons for the equivalent of one half day per week and that over 5 years this adds up to being absent for one half of a school year!

Punctuality:

All children at **Seaton Primary School** are expected to be **in their classrooms or on the playground at 8:50 ready to line up for class. Morning registration starts at 8:55 am and ends at 9.20 am.**

Did you know that 5 minutes late every day is the equivalent of being missing 3.4 school days a year!

How do we manage attendance and punctuality?

We work closely with the Local Authority's Educational Welfare Officer (EWO) and we have one assigned to our federation. The EWO makes regular visits to monitor attendance and lateness and meet with parents. If there are a significant number of absences, parents are required to meet school staff and the EWO to discuss how this can be improved. If a child's attendance falls below **95%** they are tracked by the school for the remainder of the academic year. An official referral to the EWO is made if attendance is below **90%** at any given time. In cases of serious persistent absences then Court Orders are issued.

If your child misses registration, but arrives before **9:20**

am, they will be registered as late (L). If your child arrives after this time, but before afternoon registration **1.15 pm**, they will be registered as an unauthorised late. Parents are required to give reasons for lateness, and if persistent, to attend meetings with the **Head of Teaching and Learning**. If there is no improvement in punctuality, then the school will involve the Educational Welfare Officer (EWO) who will work with families to improve punctuality.

On behalf of both the staff and the governors who are working very hard to improve attendance and punctuality, we would like to thank you for your continuing support and co-operation.

Yours faithfully,



Alan Simpson