

5th April 2022

RE: Attendance and Punctuality

Dear Parents and Carers,

Here at The Greetland Academy we take attendance seriously as we know the impact good attendance can have on your child and their success in school.

The minimum acceptable level of school attendance is 96%. We believe as a school that through identifying poor attendance and issues affecting attendance early, as well as working in partnership with parents, we can significantly improve attendance and prevent a child becoming a persistent absentee and involvement with the Local authority. Below outlines the procedure that we follow to support and improve attendance:

- Notice to Improve Letter – sent home to indicate to parents that attendance is starting to decline. This will be sent to students below 96% attendance.
- Parents/carers to be invited to attend a school attendance meeting to discuss concerns and set targets to improve attendance if required
- If your child's attendance falls to 90% or below, this is considered, by the Government, to be persistent absence. Where attendance falls below 90% and there are unauthorised absences, a referral will be made to the Local Authority School Education Welfare Officer for further intervention and enforcement action may be taken by Calderdale Council.

Punctuality Matters Too!

Missed minutes = missed learning = missed opportunities!

Being frequently late for school means lost learning:

- Arriving 5 minutes late every day adds up to over 3 days lost each year.
- Arriving 15 minutes late every day is the same as being absent for 2 weeks a year.
- Arriving 30 minutes late every day is the same as being absent for 19 days a year.

As a reminder, Key Stage 1 children start learning at 8.45 and Key Stage 2 at 9:00. Those morning sessions are vital as they involve phonics, reading, maths and intervention support.

New School Initiatives:

To try and build on the importance of attendance and punctuality in school we are starting after the Easter holidays with some new initiatives to promote and support attendance.

We are going to begin a class award for each key Stage where the class with the highest attendance for the week gets an extra 2 class tokens towards their whole class reward. This will get announced in assembly with the other awards. We are also going to roll out a 100% attendance prize drawer and a most improved attendance prize draw each term, so every child has a chance to be put into a draw. (We will take covid into consideration here for the 100% attendance prize as we know children cannot attend school if they have tested positive).

We understand with covid it has put pressure on attendance and we understand you cannot send your child in when they are genuinely poorly. However, as a school our persistent absence (this means a child is under 90%) is at a record high and we want to try and support our children and families in improving this. If your child is under 90%, you will receive a separate letter which will show you your child's attendance and a plan to support this with weekly check-ins with Miss Simpson and a reward chart for the children to encourage them into school.

We hope to see your support with this and thank you to those who are supporting getting their children in every day on time. If you require any support or advice with your child's attendance, please do not hesitate to contact Miss Simpson through the KS2 number or email.

Kind regards

Miss Simpson

Senior Learning Mentor/ Pastoral Manager