

Our Lady Immaculate Catholic Primary School

Headteacher: Mrs Catherine Sergeant

Spring Term
March 2017



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TERM DATES
2016/17
Academic Year

Spring Term

4th January to 13th April 2017

Summer Term

24th April to 20th July 2017

Half Term

29th May to 12th June 2017

May Day

1st May 2017

INSET DAYS

9th June 2017

21 July 2017

1 Inset day still to be arranged

School Office Times

The school office will be
closed to parents from
9.30am to 3pm

Parents will need to ensure
that their child has everything
that they need for school that
day including PE kits, packed
lunches, homework and
reading folders.

Thank you for your
co-operation

Attendance Update

At the moment the schools attendance figure for the year is 93%. This is well below the government's target of 97% and as parents know poor attendance impacts negatively upon children's progress and learning.

As you can imagine it is important that we improve this situation to ensure that the children get the best education possible. I met today with the schools education welfare officer (EWO) to review school's attendance procedures so that we can improve attendance over the remainder of the year.

From Monday 20th March we have been asked to make the following changes to our recording and the authorisation of absences.

- Parents are still required to ring school on the first day of a child's absence. School staff will request **specific information** regarding the child's absence or illness.
- The school will record the child's absence however we have been instructed that **we can only consider authorising a child's absence as illness when the parent provides appropriate medical evidence to confirm this as the case.** This may include a hospital appointment letter, a medical letter from the hospital or GP, evidence of prescribed medication for the named child during the absence or a prescription in the child's name.
- **A parent's letter without medical evidence will not be sufficient for the school to authorise the absence as being due to sickness.**
- The school is still unable to authorise holidays in term time.

How we will support and encourage improved attendance

- The school will continue with its range of class and school incentives to reward weekly or termly 100% attendance.
- The school will develop an incentive for children and their families who can improve their child's attendance over the spring and summer terms. More information will follow.
- The school learning mentors will inform parents if their child's attendance begins to drop below the government's target of 97%. By working together we hope to support families to improve this percentage.
- The school will be working closely with nursery and reception parents to ensure that good patterns of attendance are established in their child's first years of school life. **Currently the average reception attendance is the lowest in school at 91%.**
Research shows that poor patterns of attendance set in the early years of school are very difficult to break in later school years.

Attendance-First day of absence procedures

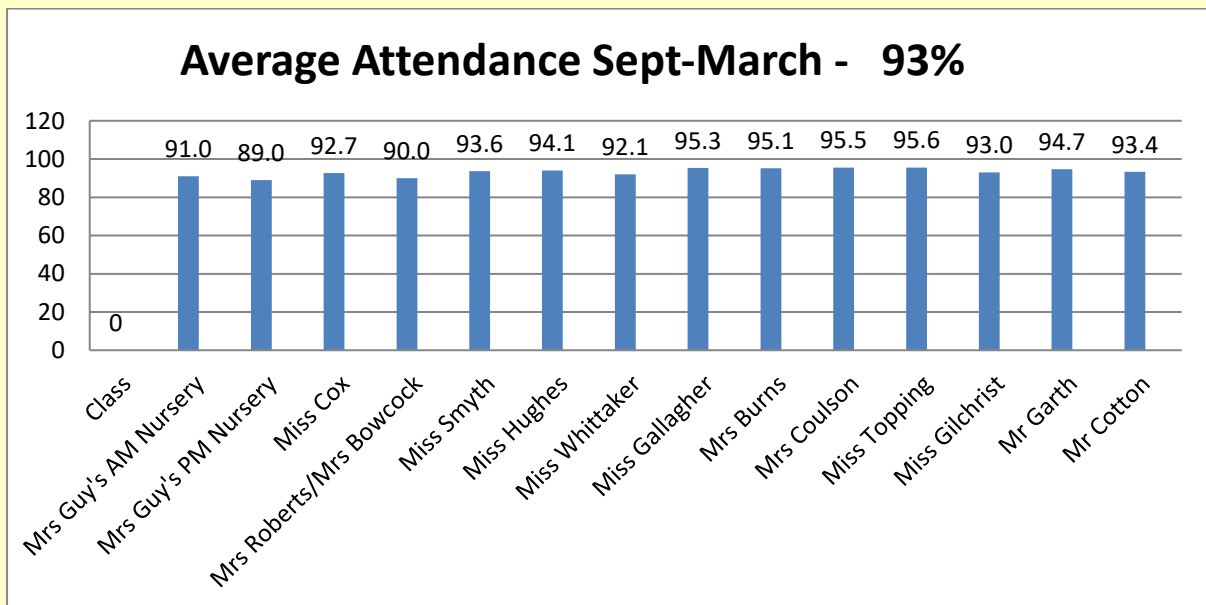
As parents are aware absence from school has a major impact on children's learning and progress.

The government and LA target for attendance is now 97% and from September any child with absences greater than 10% will be classed as a persistent absentee and will be closely monitored by the LA.

Schools have therefore been asked to review their absence monitoring procedures to ensure that they are robust. I have outlined our absence procedures below:

- If your child is absent please inform school before 9am on the first day.
- If we haven't had an explanation for your child's absence by 9.30am we will send you a Groupcall text to advise you that your child is not in school and we have not been given a reason why.
- If we do not receive contact from you by 10.30am on the same day we will telephone you or any persons on your contact list.

If contact is not established with you on the first morning of absence, **we may follow this up with a home welfare visit from either school staff or the education welfare officer**



Can you find your child's class on the chart?

Can you help to improve your class's attendance by bringing your child to school every day?

If your child's attendance improves to reach their target they will be entered into an exciting prize draw. More information will follow shortly

