

# Attendance Newsletter

Friday 15<sup>th</sup> February 2019



Welcome to the first edition of our monthly Attendance Newsletter which will be sent out on the last Friday of the month. We will use this space to celebrate pupils that have good attendance and also keeping you up to date on all we are doing to improve attendance at Paganel.

## We're Making A Few Changes...

When the children return to school on Monday 25<sup>th</sup> February we will be changing the way in which we celebrate good attendance at Paganel. We will no longer be using the Golden Envelope or non-uniform days as a way to reward the children but have exciting new rewards planned!

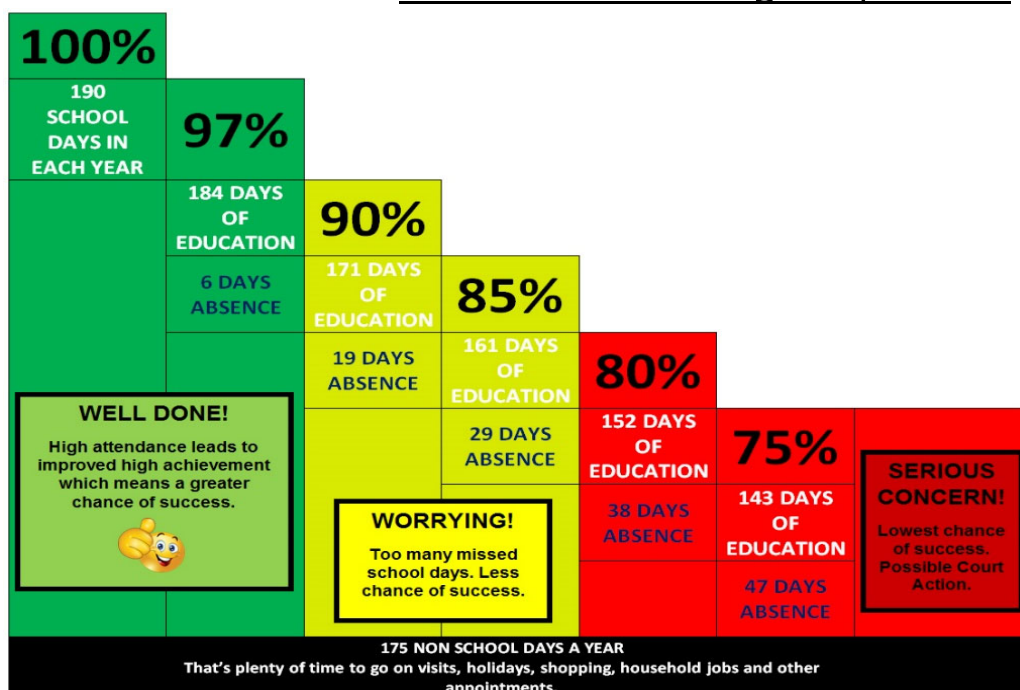
## New Attendance Rewards!

As of Monday 25<sup>th</sup> February, every child who comes to **school every day** each week will receive a **Golden Attendance Badge** and their achievement will be celebrated each week in our Friday assembly. Your child will also collect a **Golden Ticket** which is then place it into the **£50 Prize Draw** per key stage to be drawn at the end of the half term. The more full weeks that your child is in school means the more times their name will be entered into the Prize Draw.

We will continue to celebrate class attendance each week by supplying the **WINNING CLASS** across school with a selection of yummy cakes and cookies to enjoy as a reward for being in **school every day**.

Termly attendance celebrations will continue with the presentation of **Paganel Badges and Certificates** awarded to those children who achive at least **96%** over in each term. These be be sent home at Christmas, Easter and Summer.

## Attendance Percentages Explained...



### Did You Know..?

School is open for 190 days per academic year. That leaves a total of 175 days for holidays, shopping and family time.

We expect children to achieve at least 96% attendance each year. As soon as your child's attendance drops below 93% they are placed onto the **Safeguarding Vulnerability Register** held by the DSL Team.

# The Role of the New Attendance Officer

The School Attendance Officer, Debbie May is responsible for the weekly monitoring attendance, late arrival to school and the implementing of the Fast Track to Attendance initiative.

- Debbie will make contact with you if your child's attendance falls below 93%, if your child has an exceptional amount of illness or if they have had any unauthorised absences.
- Where your child has an exceptional amount of illness, you will receive a letter stating that any future illness will only be authorised once medical proof has been provided.
- Where your child has unauthorised absence within the last 12 months, parents will be called to attend a **SARM** (School Attendance Review Meeting).
- If attendance does not improve following the **SARM** a **Formal Warning Notice** will be issued.
- If there are any further unauthorised absences following the **Formal Warning Notice**, the Local Authority will proceed with prosecution.

**In the last few weeks, 6 SARMs have been held and court paper work is currently being prepared for 2 of these cases in readiness for prosecution next term. Prosecution comes with criminal record.**

We will report on the number of SARMs held each month and number of prosecutions in the fortnightly school newsletter and on the school website.

## Introduction of Attendance Action Plans

If your child's attendance falls below 93%, a member of the Pastoral Team will meet with them to put together a child lead Attendance Action Plan. These will help identify any areas for support and allow staff to action as necessary. These Attendance Action Plans will be shared with parents/carers and on occasion may need to include the support of parents/carers.

The Action Plans will focus on short term goals and rewards to allow success to begin immediately.

## Leave in Term Time (Penalty Notice)

**The Governing Body have instructed the school to begin issuing Penalty Notices for any leave taken in term time. A letter detailing this will be sent home with all children during week beginning Monday 25<sup>th</sup> February 2019.**

**A Big 'Thank you' to all parents/carers who ensure their child has good attendance.**

If you would like to speak with someone about for child's attendance, please call the school main office.