

16th October 2023

Dear Parents/Carers,

School Attendance and punctuality

We want every child at Paxcroft to be a successful learner and to have the opportunity to achieve their true potential. Evidence shows that excellent attendance at school is key to ensuring the best outcomes for children. I am asking for your support to ensure your child attends school on time every day unless, of course, they are unwell. Useful guidance on whether your child is too ill for school can be found via this link: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

We know absence from school and regularly arriving late for school disrupts children's learning. Missing lessons or parts of lessons leaves children vulnerable to falling behind, creating gaps in their learning. They can find it difficult to catch up academically but also 'miss out' socially and this can affect their self-confidence.

An attendance figure of 95% means that 5% of the school year has been missed. This equates to around 9.5 days of teaching time and a significant amount of missed learning.

Both schools and parents have legal responsibilities regarding children's attendance at school, including a duty on schools to investigate when a child is persistently late for school.

*"The government expects **schools and local authorities** to:*

- *Promote good attendance and reduce absence, including persistent absence;*
- *Ensure every pupil has access to full-time education to which they are entitled; and,*
- *Act early to address patterns of absence.*

*The government expects **parents** to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly."*

Attendance figures for each child will be regularly reviewed by the senior leadership team and contact made with parents/carers in line with the school's Attendance policy. Similarly, if a child is regularly late, this will be investigated, and parents/carers contacted by me or Mr George. We will also be working closely with Wiltshire's Education Welfare Service.

We understand that there may be reasons behind absence or persistent lateness. We are committed to supporting families as best we can. If we make contact regarding your child's attendance (by letter or invitation to school attendance meetings) we are looking to work with you to improve attendance or punctuality.

We have recently updated our Attendance policy, a copy of which is attached for your information. Included in this are details of our school processes where a child is persistently absent, persistently late or where a child has reached the threshold of number of unauthorised absences.



Persistent absence

Any attendance figure **below 90%** is classed as persistently absent – this means that at least 10% of the school year has been missed, which would be 19 days or more of teaching time.

Persistently late

Children must be in school by 8.45am. If a child arrives once the register has closed, at 9.00am, this will be registered as an unauthorised absence for the first session (each school day has two sessions-morning and afternoon).

Unauthorised absence, including holidays during term-time

When a child reaches a threshold of 10 unauthorised absences within a 6-month period, we are obligated to inform Wiltshire Council, who will then issue a fixed penalty notice.

Please feel free to get in touch if you have any questions regarding school attendance.

I hope that we can work together to ensure your child attends school on time every day, giving them every chance to fulfil their true potential.

Thank you for your support with this.

Kind regards

Mrs Lou Rhodes

Headteacher

