

King Edwin Primary School



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ATTENDANCE - EVERY DAY COUNTS... EVERY DAY MATTERS...

Dear Parents/Carers,

As we move into a more settled period of time following the Covid 19 pandemic, we would like to ask our parents for support regarding school attendance and maintaining high levels at KEPS.

One of the best gifts any parent can give their child is to ensure they attend school every day.

School attendance is vital for your child to:

- **DEVELOP INDEPENDENCE AND RESILIENCE**
- **MAKE AND MAINTAIN FRIENDSHIPS**
- **EXPERIENCE A FULL SYSTEMATIC CURRICULUM**
- **LEARN MORE AND REMEMBER MORE**
- **ACHIEVE THEIR POTENTIAL**
- **PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES AND EVENTS**
- **BE READY FOR THE NEXT STAGE IN THEIR EDUCATION**

*It is a parent's duty to ensure that their child attends regularly at a school where the child is a registered pupil and they are of compulsory school age; It is a parent's duty to inform school on the first day of absence of the reason for the absence *The school is responsible for recording attendance and following up absence. (Department for Education)*

At King Edwin Primary School we monitor attendance daily; we do all we can to encourage parents to ensure that their children achieve **maximum possible** attendance and any problems that prevent full attendance are identified and acted on promptly.

The chart below shows how absence relates to lost learning:

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons



Punctuality and lateness

Alongside regular attendance, it's really important that your child **arrives at school on time**.

When your child is late for school they miss the start of the day with their peers. They miss registration and morning activities; they miss assemblies; they **may even miss learning** – as we begin lessons quite promptly. Walking into a classroom late can also be a **stressful experience** for your child.

Frequent lateness adds up...

Minutes Late/day	Days lost/year
5	3 days lost
10	7
15	10
20	14
30	21

Absence Management

*If your child is going to be absent from school, we ask that **parents telephone school on the first day of absence** and leave a message by 9.00 a.m. giving a reason for the absence and an indication of how long the absence is likely to last.

On receipt of the completed class register each morning, any absences are checked against messages received by office staff. All absent pupils for whom a **message has not been received** will trigger a first day **safeguarding call**. If there is no response, the school will continue to try to contact parents. If by the end of the third day, there has still been no contact made the school will send a letter of concern to the parent, inviting them into the school to discuss the concerns raised.

Persistent absence will result in further action. Initially, this will be about working with parents to **improve attendance**; if this is not successful then it may be necessary to escalate concerns to our local authority or consider issuing a penalty notice.

We consider a child to be persistently absent if their attendance falls below 90%.

Attendance has been disrupted significantly over the past two academic years; as the country enters a new phase of Pandemic management with the lifting of most restrictions, we are now looking to reduce absence and in particular, persistent absence.

Leave during term time

School term dates are published a year in advance; **holidays during term time are NOT PERMITTED**. If leave of absence in term time is required for exceptional circumstances, such as a death or serious illness in the immediate family a **request for leave of absence form must be completed**.

Forms can be obtained from the school office. The Head Teacher will consider each request and decide whether or not to authorise the absences by reference to criteria provided by the local authority attendance policy.



Medical appointments

Wherever possible we request that parents try to arrange **doctor/dentist appointments outside of school hours**; if this is not possible, parents should inform the office so that it can be recorded in the register.

Useful link:

[School attendance, absence and truancy | Nottinghamshire County Council](#)

I have no doubt that our King Edwin Primary School families will be fully supportive of the messages within this communication. It is clear that our parents value the education of their children. Hopefully we can all help to establish a very strong level of attendance and punctuality moving forwards.

Thank you in advance for your continued support.

Andy Callaghan-Wetton – Executive Headteacher

