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Nottingham Road,

Selston, NG16 6DH

Executive Head Teacher: Mrs J Redfern

Assistant Executive Head Teacher: Mrs L Hardwick

Dear Parents and Carers,

**Attendance at Selston C of E Infant & Nursery School**

As a school we want all our children to achieve and we are constantly looking at ways of improving our systems for that to happen. One of the systems we have been reviewing is attendance.

For a school to be considered to have good attendance we must have attendance of at least **97%.**

**Our current school attendance is 93.6%.**

We are very concerned about this and have made it a key target for our school to improve attendance. We can only achieve this by working together. We are implementing attendance steps which will be in line with Local Authority and Government Guidance. The steps will involve a series of letters which will be sent if your child’s attendance becomes a cause of concern. These letters will go to all families on a half termly basis starting after the February half term.

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| **Letter One**  Raising concern level | Sent to parents whose children have attendance below 93% |
| **Letter Two**  Attendance meeting | Sent to parents whose children have attendance below 90% |

Attendance percentages can be misleading. For some, 90% attendance may seem like an acceptable level of attendance. However, the reality is that 90% attendance means that your child will miss half a day of school each week or 19 days of school during the school year. That is nearly four school weeks.

The table below shows the amount of lost learning a child may have by missing school.

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| 100% attendance | Zero days missed | Perfection! |
| 99% attendance | Two days of absence across the year | Excellent! |
| 97% attendance | Five days of absence across the year | Good |
| 95% attendance | Nine days of absence across the year: one week and four days of learning missed. | Satisfactory |
| 90% attendance | Nineteen days of absence across the year; three weeks and four days of learning missed | Poor |
| 85% attendance | Twenty-eight days of absence across the year: five weeks and three days of learning missed. | Very Poor |
| 80% attendance | Thirty-eight days of absence across the year: seven weeks and 3 days of learning missed. | Unacceptable |
| 75% attendance | Forty-six days of absence across the year: nine weeks and one day of learning missed. | Unacceptable |

**Incentives**

We have a range of new incentives in school so every child has the chance of receiving an award at some point during the school year.

Each half term children who have 100% attendance will receive a 100% letter from the Head and Governors.

At the end of a full term, children who have 100% attendance will receive a 100% certificate presented in celebration.

At the end of the full school year children who have 100% attendance will receive a Gold 100% certificate, Trophy and a prize.

**Punctuality**

Arriving at school on time and ready to learn is the best start to the day for our children. Even being 5 minutes late per day can add up to 3.4 school days missed.

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| --- | --- |
| **Minutes Late Per Day** | **How Many School Days/Weeks Missed In 1 Year** |
| 5 minutes late | 3.4 school days missed a year |
| 10 minutes late | 1.4 school weeks missed a year |
| 15 minutes late | 2.6 school weeks missed a year |
| 20 minutes late | 2.8 school weeks missed a year |
| 30 minutes late | 4 school weeks missed a year |

**Absences**

Holidays during term time are not authorised and any holiday taken during term time will be recorded as an unauthorised absence. Any child absent from school due to a holiday will miss out on important learning and will fall behind with their school work. There are only 190 statutory school days leaving plenty of time for holidays to be arranged outside full to be arranged outside term time.

Please support us by making doctor, dentist and medical appointments outside of school hours when possible and ensure your child arrives at school on time.

If your child is genuinely unwell and unable to attend school, please telephone the school or use the Parent mail app to leave a message. We must have a reason for every time a child is absent from school.

Thank you for your support.

Kind Regards

L. Hardwick

Assistant Executive Head

