



**Attendance Newsletter
February 2018
Attendance Matters**



Attendance Overview so far

Welcome to Waterside’s Spring term attendance newsletter. We hope you had an enjoyable Christmas break and are back into the school routine. Please see below a breakdown of the attendance at Waterside Primary.

Month	School attendance % so far this year	Attendance % at the same time last year	Persistent Absence %	Class with the highest attendance percentage
Autumn Term				
September 2017	<u>94.33%</u>	<u>94.7%</u>	<u>1.86%</u>	<u>98.40%</u>
October 2017	<u>93.28%</u>	<u>96.6%</u>	<u>1.69%</u>	<u>98.51%</u>
November 2017	<u>94.03%</u>	<u>95.3%</u>	<u>0.90%</u>	<u>98.73%</u>
December 2017	<u>92.25%</u>	<u>93.9%</u>	<u>1.42%</u>	<u>95.17%</u>
Spring Term				
January 2018	<u>94.19%</u>	<u>94.22%</u>	<u>1.00%</u>	<u>98.24%</u>
February 2018				
March 2018				
Summer Term				
April 2018				
May 2018				
June 2018				
July 2018				

Autumn term 1	Autumn term 2	Spring term 1	Spring term 2	Summer term 1	Summer term 2
93.66%	93.46%	93.75%			

Waterside is aiming for 95% which as you can see we are not a world away from, however ensuring your child arrives on time and before the register closes (9AM) makes a big difference.

Request for Leave - Reminder

In line with the Local Authority and National Policy Waterside Primary **does not authorise any holiday during term time.**

If you wish to request leave during term time you must complete a '**Request to authorise absence**' form before any planned leave is taken. This can be obtained from the main reception.

Parents should complete & return this form to the office. The head teacher will consider your request and make her decision. A phone call or meeting may be requested if the absence needs to be discussed further.

Leave will only be authorised in exceptional circumstances but at the Head Teachers Discretion.

So far this academic year 6 families have been fined for taking their children out at term time for holidays.

Lateness: Being on time matters too!

School begins at 8:45am...

If your child arrives between **8.45 – 9AM** they must report to reception to be signed into the late book and to order their dinner.

They will receive an '**L**' mark in the register and minutes late are recorded against their record.

Registration closes at 9AM...

If your child arrives after **9AM** they must report to reception to be signed into the late book and to order their dinner.

They will receive a '**U**' mark in the register (Late after registration closes) and minutes late recorded against their record. **If your child receives 10 or more 'U' marks in a 10 week period in the register, a penalty notice can be issued.**

If your child is not in school and the school does not receive a phone call, letter or email detailing why they are absent, this will be marked as 'N' unexplained absence and a letter will be generated from the school system and saved on your child's record. If no response is received within 2 weeks, the absence is changed from 'N' code to 'O' unauthorised absence.

If a child receives 10 or more half day sessions (5 days equivalent) of unauthorised absence in a 10 week period a Penalty Notice can be issued.

Unauthorised absent codes are listed below.

O - Unauthorised Absence

U – Late after registration closes

G – Non approved leave of absence (Holiday)

Running late? Punctuality at school has a huge impact on your child's learning. Coming into the classroom after everyone else has settled down to work can be embarrassing and unsettling. They also miss the time when the lesson plan is set out for the class. Obviously there are times when lateness is unavoidable - a puncture on the way to school? We've all been there! But if you are running more than 15 minutes late for school, please call the



school office so that we are able to let the class teacher know to expect your child. If your child has a school meal, we will also need to book it with the kitchens before 9.30am. If you don't let us know, then we may be unable to provide a meal for your child.

Did you know? If your child is late after registration more than 10 times in a 10 week period we can refer you for a Fixed Penalty Notice.

Illness - If your child is too ill to attend school, please contact the school office before 9.00am with full details of your child's illness/symptoms. If sufficient information is not provided we may contact you for further details.



Medical Appointments - we do request that where possible, routine medical appointments are arranged outside school hours as these appointments will affect your child's % attendance. If you are not able to arrange the appointments at this time, we will require copies of all medical documentation which is kept with the child's school record.

	Class with Highest Attendance	Winner of the Raffle Prize	Lastly, thank you for your support in helping to raise school attendance. Children have one chance in school and every day counts. If you would like any support or further clarification please come and speak to the office and we shall do our best to support you.
Autumn Term 1	Year One	Year 3 Pupil	
Autumn Term 2	Year Three	Year 5 Pupil	
Spring Term 1	Year Three	Year 6 Pupil	