

November 2021

Dear Parents/Carers

Attendance at 'Roe Farm Primary School' is a key priority as it is vital in ensuring our young people are given the best possible chances of success.

School attendance is mandatory for all pupils. The guidance states usual rules on school attendance apply including:

- Parents' duty to secure the child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)
- The ability to issue sanctions, including fixed penalty notices in line with the local authorities' codes of conduct.

We do understand there has been a wave of illnesses during the Autumn term and appreciate that families have worked with us when contact has been made for testing, but there have been occasions where children have been absent without reason.

Please ensure that you inform school on the first day of absence when your child is off and where appropriate, provide medical evidence. Where evidence cannot be provided the absence will be unauthorised.

We advise that, unless your child has one of the three symptoms - temperature, loss of taste or smell or continuous cough then you bring your child into school. If school are concerned, we will always contact families for children to be collected.

It is our statutory duty to monitor attendance on a termly basis and following a continual decline in attendance, we are introducing a traffic light system to make clear to families the expectations in school. The national average figure is 96% and our current overall attendance stands at 91.63%. On the system, this would be a concern and stand at '**Amber**'.

**See below for overview of expectations and targets:**

**Green - 96% or above**

Attendance needs to be at 96% or above to be classed as 'Good'. Congratulations to everyone who has achieved this so far!



**Amber - Between 90% and 95%**

Attendance is becoming a concern and school will begin to monitor this. A letter may be received from school and a call from our Attendance worker.



**Red - 90% or below**

This is regarded as persistent absence, and is monitored and tracked by the 'Education Welfare Officer (EWO). Where attendance does not improve you will be invited into school for a meeting to discuss ways to improve this and avoid any further action being taken, such as penalty notices.



If there are issues concerning your child's attendance that you have not yet made us aware of then please do so. This would support when our attendance data is tracked and monitored by the Local Authority.

All children should be in school for a prompt 8.45am start. Gates open at 8.30am to allow for this to happen. After this time, your child will be marked as late. Children **should not** be entering school via the front entrance as this can be disruptive to both the office and the other children in the class when they enter the classroom.

Thank you for your continued support.

Yours sincerely

H Weston

Mrs H Weston

Head teacher

