



For children to gain the greatest benefit from their education it is vital that they attend regularly.

Your child should be at school every day and on time unless the reason for the absence is exceptional.

Regular attendance is essential if children are to make good progress in their learning. It enables them to keep up with the work and also maintain contact with their friends. Poor attendance creates the problem that having missed lessons children find it harder to understand subsequent work. School is an important and essential part of our children's lives if they are to do well and be successful.

Our Attendance Co-ordinator is Mrs Gardner and she is happy to discuss any issues or concerns you have surrounding your child's attendance. Our Attendance Policy is available on the school website.

Ensuring your child's regular attendance at school is **your legal responsibility** and permitting absence from school without a good reason is an offence in law and may result in prosecution.

Academic Year 2018/19

Our Attendance figures for the Autumn Term 2018 were:

Reception	94.90%
Year 1	93.93%
Year 2	95.89%
Whole School	94.99%

This is slightly disappointing but we are aware that there were some very nasty bugs going around during the Autumn Term.

Leave of Absence

Any leave of absence, which is not illness, must be applied for in advance. Forms are available from the rack in the main foyer. You must supply as much evidence as possible to support your request i.e. travel documents. These must be a copy of the original documents showing when the flights/ferry were booked, when you are going and returning – boarding passes will not be accepted. Without these documents the absence will automatically be unauthorised. Any other evidence you can provide is essential.

We have a duty of care to know where our children are so please talk to us if you require leave of absence for your child - do not just disappear on us! If you take leave and do not tell us then we will follow our Safeguarding procedures to establish where you are. This will include a home visit and if this proves unsuccessful we may contact the police for a 'Safe & Well' check.

Lates

In the Autumn Term we had:

117 Late marks (children arriving after 9.00am but before 9.15am)

64 unauthorised late marks (children arriving after 9.15am). This counts against your child's attendance and is monitored by the school and Local Authority. This is a lot of lost learning time – please work with us to improve this. Children who arrive after learning has started often struggle to participate in the lesson as they have missed the introduction.

Parents of children who are persistently late will be called to a meeting with the Headteacher and/or a Governor.

Please be open & honest with us if you are struggling to get your child to school on time for any reason. We can only help if we know what the issues are.

Many thanks to everyone who arrives on time!

Medical Appointments

Please inform us if your child has an unavoidable medical appointment during school hours. Where possible, please give at least 24 hrs notice.

We will need to see evidence of this appointment such as a letter, appointment card or text message. If you cannot provide evidence, then the absence will not be authorised. Please aim to book medical appointments outside of the school day where possible.

Remember if the appointment is after 9am then your child can always come into school first and then you collect them prior to the appointment.

On Friday 18th January parents were invited to join us for our Attendance Shine Time. The children achieving certificates for 99% and above for the Autumn Term were:

Reception

Nomaan	Donaldson
Keilan	Inkpen
Shamus	Donaldson
Ikenna	Donaldson
Hasnain	Inkpen
Luke	Donaldson
Karmena	Rosen
Rhyse	Inkpen
Taylan	Inkpen
Shayan	Inkpen
Hanna	Rosen
Max	Inkpen
Jayden	Rosen
Frankie-Jane	Rosen
Leyton	Rosen
Hadia	Donaldson
Aisha	Inkpen
Elija	Inkpen
Kendrick	Inkpen
Ollie	Donaldson
Aisha	Rosen

Year 1

Samayah	Nightingale
Emily	Nightingale
Maddison	Nightingale
Shakia	Seacole
Nicole	Nightingale
Jessie-Mae	Cavell
Joshua	Cavell
Aron	Cavell
Igor	Nightingale
Fynn	Nightingale
Emily-Rose	Seacole
Lillie	Nightingale
Hanar	Seacole
Alex	Seacole
Zubaida	Cavell
Lucia	Cavell
Eli	Nightingale
Omid	Nightingale
William	Nightingale
Aaliyah	Seacole

Year 2

Adam	Attenborough
Julia	Attenborough
Hafiza	Attenborough
Hettie	Hillary
Braidon	Attenborough
Chloe	Hillary
Bilal	Hillary
Mangirdas	Attenborough

A'ishah	Hillary
Noor	Armstrong
Mia	Hillary
Harvey	Hillary
Keano	Hillary
Skylar	Attenborough
Lukas	Hillary
Alfie	Attenborough
Harry-James	Attenborough
Diana	Columbus
Jack	Armstrong
Rahim	Armstrong
Caitlin	Hillary
Lilly	Columbus
Khizra	Attenborough
Laura	Attenborough
Haydn	Hillary
Sana	Columbus
Hamza	Columbus
Mohammed	Attenborough
Kaleb	Attenborough
Sherkira	Armstrong
Ida	Armstrong
Milosz	Columbus
Isabelle	Columbus
Amelia	Armstrong
Liam	Hillary
Naweed	Armstrong
Sarah	Hillary
Haleema	Attenborough

Well done everyone – keep it up!

Don't forget to visit the attendance pages on our school website that are updated every Friday with our weekly attendance figures and our attendance cup and stars winners.

Stars achieved for Autumn Term are:

Hillary Class	13 Stars
Nightingale Class	10Stars
Inkpen Class	9 Stars
Armstrong Class	8 Stars
Attenborough Class	8 Stars
Columbus Class	7 Stars
Donaldson Class	7 Stars
Rosen Class	7 Stars
Cavell Class	5 Stars
Seacole Class	4 Stars

Rewards

Classes achieving 5 stars have had an extra playtime and classes achieving 10 stars have enjoyed toast time!

Establishing good habits for attending school every day and on time now will set our children up well for the future and ensure that they 'Dream, Believe, Shine'.