



# Spalding Parish Church of England Day School

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3<sup>rd</sup> May 2017

Dear Parent/Carer

## Attendance Update

**Attendance** - First of all, thank you for your efforts in continuing to improve attendance last Term. Despite all the bugs and viruses going around, attendance last Term improved on the previous year, so thank you. As we broke up for Easter, the overall attendance for our school so far this year was 95.05%

As reported at the start of the year, attendance is a very important issue at school and is something we are constantly trying to improve.

- 🏰 If your child's attendance is above 95% then that is in line with the Government expectations.
- 🏰 If attendance falls below 95%, the children are then classed as a concern and need to be monitored.
- 🏰 Should attendance fall below 90%, the children are classed as a Persistent Absentee for which you could eventually face prosecution.

Research does prove that full and regular attendance, without lates, does improve attainment and ultimately your child's progress - thus improving life chances and enabling your child to achieve their full potential.

**Lates** - This is also the case for lates. At the moment across school, there are a large proportion of children who are late regularly. This, ultimately, can start affecting your child's attendance. Currently, on our registration system, we record lates as "L" which doesn't affect your child's attendance. However, in some circumstances, with regards to persistent lateness, these children will be marked as "U" which is an unauthorised mark. Unauthorised marks and unauthorised absences could potentially trigger prosecution by the Local Authority.

Therefore, can I remind you that school starts at:

🏰 8:50am for KSI/FS2 and

🏰 8:45am in KS2

*We are a Caring Christian Community built on  
Compassion, Trust, Friendship and Hope*

If your child arrives after this time, they need to go through the main entrance so that they can be signed in – Parents/Carers are required to sign the Late slip. The register will be coded with “L” to record the child as being late in or if the child is very late, then that code changes to a “U”.

*Note: Any medical appointments that we record as “L” will not be included in our analysis of children who arrive late for other reasons.*

Lateness is something we desperately need to improve on. If your child is identified as being persistently late then the School’s Attendance Officer or a member of school staff will visit to identify what issues there are and if any support can be given. Again this is part of the School’s safeguarding procedures as we need to ensure all our children are safe and there are no barriers preventing them from their legal entitlement to attending School each day.

It is also important for you to know that you have legal responsibility, under Section 7 of the Education Act 1996 to send your child to school. By allowing your child to become a Persistent Absentee you are breaking that legal responsibility and will be prosecuted unless you resolve the situation immediately. By allowing your child to be persistently absent or late they will then be classed a Persistent Absentee and as a result you will be breaking the law.

Thank you for your on-going support with attendance. If you have any questions or concerns, please contact the school and we’ll be happy to help.

Yours sincerely,

Glyn Rushton and Kim Bird  
Head Teacher and Assistant Head Teacher/Attendance Lead