



Attendance Newsletter

October 2019

Please help us to reach our end of
Autumn Term target **97%**



IMPORTANT ATTENDANCE PROCEDURES

Please bring your child to school **every day** unless your child is **too ill** to attend. If they are ill please take them to the Doctors and bring a note into school if possible; a copy of the appointment slip or any other proof will be fine also.



Phone school **EVERY** morning that your child does not attend, before 9.30 am so that their attendance records are kept accurate and up to date. Please clearly leave your child's name, class and a reason for their absence. Please be clear about the reason for absence - do not just say unwell or ill, as this could mean many things. If we do not hear from you we will send a text reminding you to let us know why your child is absent.



We **do not** consider a cold, cough or headache to be an illness that prevents your child attending school. If they are complaining of this kind of thing please bring them to school and if they deteriorate then we will call you to collect them. Please only keep them at home if it is **absolutely** necessary.

Please note that if your child has been physically sick either in school time or at home, in accordance with the Health Protection Agency, we are not permitted to have your child back in school until 48 hours has passed since the last sickness episode.

Penalty Notice for Leave of Absence in Term Time

Any period of unauthorised leave may result in you as a parent receiving a penalty notice fine. The Head Teacher will continue to be the only person able to authorise leave in term time, but this will apply only in exceptional circumstances. Any leave taken which is recorded as unauthorised absence by the school may be referred by your Head Teacher into the Local Authority and the following actions may be applied:

- A Penalty Notice payable of a **£60 or £120 fine. (per parent per child)**
- Prosecution under s444(1) Education Act 1996, where if convicted you may be fined up to **£1,000**.

Good Attendance Matters

At Jackfield Infant School we value children's attendance, as children with low attendance make less progress at school.

Children need to be in school to learn. Almost all of our lessons build on previous learning and if a child is missing sessions they are going to struggle when they return. Missing sessions makes it much harder for children to gain all the benefit from their time at school. All children are entitled to access education by law. If your child's attendance begins to fall you might receive a letter informing you of their overall attendance figure for the year. Often parents are unaware what impact a week's holiday or illness can have on their child's attendance. These letters are one way in which we can help to keep you fully informed.



We recognise that for many of our children 100% attendance is regular. During this term we are going to introduce a treat. Each week the children who attend school every day will be put into a draw. The winner will receive a 50p token to spend at our After School Treat Shop. There will be one winner in each class.

When everyone arrives on time...

Registration takes place quickly.
All children can get straight into learning.
All children are happy and settled.
Class teachers have more time with the children.
Children do not miss out on fun things.

When a child arrives late...

Time is wasted.
Your child may miss key teaching objectives.
The class concentration is disturbed.
Your child may feel unsettled as they enter after their friends.
Late or unauthorised marks are entered onto the register.

EARLY BIRD SPECIAL



We have an 'Early Bird day' every half term. On this day, every child who is in school on time will get a chance of winning a prize for all the family, e.g. Dimension ticket, Family entry to Indoor Legoland.



Make sure you are at school on time to be in with a chance of winning.

*If you have any queries, please speak to a member of staff.
Thank you for your ongoing support.*