

7th March 2022

Dear Parents & Carers,

ATTENDANCE AT CHILDWALL VALLEY PRIMARY

If a child of compulsory school age is registered at school it is essential that they attend school regularly to allow a child to fulfil their potential.

As a school want all of our children to achieve and we are constantly looking at ways of improving our systems for that to happen. One of the systems we have looked at is attendance.

For a school to be considered to have good attendance, we must have attendance of at least 97%

Our current school attendance is 93.4%

We are very concerned about this and have made it a key target for our school to improve attendance. We can only achieve this by working together. We are implementing attendance steps which will be in line with our behaviour steps. The steps will involve a series of four letters which will be sent if your child's attendance becomes a cause of concern.

Letter 1	Sent to parents whose children have attendance below 97%
Letter 2	Sent to parents whose children have attendance below 95%
Letter 3	Sent to parents whose children have attendance below 92%
Letter 4	Sent to parents whose children have attendance below 90%

Every single day a child is absent from school equates to a day of lost learning.

Attendance percentages can be misleading. For some parents 90% attendance may seem like an acceptable level of attendance. However, the reality is that 90% attendance means that your child will miss half a school day each week or 19 days of school during the school year. That is nearly 4 school weeks.

The table below shows the amount of lost learning a child may have by missing school.

100% Attendance	0 Days Missed	Perfection
99% Attendance	2 Days of Absence	Excellent
97% Attendance	5 Days of Absence	Good
95% Attendance	9 Days of Absence 1 week and 4 days of learning missed	Satisfactory
90% Attendance	19 Days of Absence 3 weeks and 4 days of learning missed	Poor
85% Attendance	28 Days of Absence 5 Weeks and 3 days of learning	Very Poor
80% Attendance	38 Days of Absence 7 weeks and 3 Days of learning missed	Unacceptable
75% Attendance	46 Days of Absence 9 weeks and 1 day of learning missed	Unacceptable

INCENTIVES

We have a range of incentives in school so every child has the chance of receiving an award at some point during the school year.

Each half term children who have 100% attendance for the half term will receive a 100% attendance certificate.

At the end of a full term, children who have 100% attendance for the full term will receive a bronze, silver or gold certificate and a badge.

Autumn Term 100%	Bronze Certificate	
Spring Term 100%	Bronze Certificate for 1 term Silver Certificate for 2 terms (Autumn and Spring)	
Summer Term 100%	Bronze Certificate for 1 term Silver Certificate for 2 terms (Spring and Summer) Gold Certificate for 3 terms (Autumn, Spring and Summer)	

At the end of each full term any children with 97 % attendance and above will be entered into a draw and a winner from each key stage, EYFS, KS1 and KS2 will be selected and awarded a gift voucher or a prize.

Each week we have class attendance rewards. The class with the best attendance will have an additional play and hold the attendance trophy for a week.

We are introducing a new class based monetary reward system that will be displayed in our Reception foyer. Each class will be awarded an amount of money based on their class percentage each week. At the end of the school year the class will be given their reward of money that they have made throughout the year and can spend it on whatever they decide.

100% = £5	99% = £4	98% = £3	97% = £2	96% = £1
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We hold attendance incentives throughout the year. We recently held an incentive in the Autumn term. The class that had the best attendance during the incentive had an extra play and hot chocolate.

We are also introducing an attendance newsletter which will be sent to parents once a term. The newsletter will keep parents fully informed of our school attendance and celebrate the children and class achievements.

PUNCTUALITY

Arriving at school on time and ready to learn is the best start to the day for our children. Even being 5 minutes late per day can add up to 3.4 school days missed.

MINUTES LATE PER DAY	HOW MANY SCHOOL DAYS/WEEKS MISSED IN 1 YEAR
5 minutes late	3.4 school days missed
10 minutes late	1.4 school weeks missed
15 minutes late	2.6 school weeks missed
20 minutes late	2.8 school weeks missed
30 minutes late	4 school weeks missed

ABSENCES

Holidays during term time are not authorised and any holiday taken during term time will be recorded as an unauthorised absence. Any child absent from school due to a holiday will miss

out on important learning and will fall behind with their school work. There are only 190 statutory school days leaving plenty of time for holidays to be arranged outside term time.

Please support us by making doctor, dentist and medical appointments outside of school hours when possible and ensure your child arrives at school on time.

If your child is genuinely unwell and unable to attend school, please telephone the school pupil absence line and leave a message. We must have a reason for every time a child is absent from school.

If we have not been able to make contact with you we may make a home visit, inform our EWO or inform the police or social services. Some of these measures may seem extreme but it is our duty to ensure the safeguarding of every pupil in our school community.

OUR TEAM

Our attendance team consists of:

Miss Thomson	School Business Manager and Attendance Lead
Mrs Evans	Deputy Headteacher & Safeguarding Lead
Mr Davey	Executive Headteacher & Deputy Designated Safeguarding Lead
Mrs Hoos	SENDSCO and Deputy Designated Safeguarding Lead
Mrs Merrison	SENDSCO and Deputy Designated Safeguarding Lead
Mrs Murray	Administration Officer
Mrs Simm	Safeguarding Governor
Mrs Deering	Education and Welfare Officer

The first contact for any attendance matters is Miss Thomson. Contact can be made via telephone or by emailing enquiries@childwallvalley.org

All members of staff hold attendance as a priority so your child's class teacher will also ask about any absences your child may have. Attendance printouts will be given out at parents evening.

If you have any queries or difficulties please speak to a member of the school staff.

Yours sincerely,

C Davey

Mr C Davey, Executive Headteacher