



Ivington Church of England (VA) Primary and Pre-School

9th April 2024

Dear Parents and Carers,

Attendance at Ivington CE Primary School

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

As a school we want all 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 been reviewing 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 95%.

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 Local Authority and Government Guidance. The steps will involve a series of four letters which will be sent if your child's attendance becomes a cause of concern. These letters will go to all families, (even if we are currently working with you).

Letter One	Sent to parents whose children have attendance below 97%
Letter Two	Sent to parents whose children have attendance below 95%
Letter Three	Sent to parents whose children have attendance below 92%
Letter Four	Sent to children 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 day of school each week or 19 days of school during the school year. That is nearly four school weeks.

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

100% attendance	Zero days missed	Perfection!
99% attendance	Two days of absence across the year	Excellent!
97% attendance	Five days of absence across the year	Good
95% attendance	Nine days of absence across the year: one week and four days of learning missed.	Satisfactory
90% attendance	Nineteen days of absence across the year; three weeks and four days of learning missed	Poor
85% attendance	Twenty-eight days of absence across the year: five weeks and three days of learning missed.	Very Poor
80% attendance	Thirty-eight days of absence across the year: seven weeks and 3 days of learning missed.	Unacceptable
75% attendance	Forty-six days of absence across the year: nine weeks and one day of learning missed.	Unacceptable

New Incentives

We have a range of new 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.

We are re-launching our Bronze, Silver and Gold Attendance Award Certificates.

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

Autumn Term 100%	Bronze Certificate	100%
Spring Term 100%	Bronze Certificate for 1 term Silver Certificate for 2 terms (Autumn and Spring.)	100%
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.)	100%

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 a class attendance reward. The class with the best attendance will have an additional play.

We will be introducing a class based monetary reward system from this week, the reward table will be displayed in our reception foyer and on our website. 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% = £5:00	99% = £4:00	98% = £3:00	97% = £2:00	96% = £1:00
--------------	-------------	-------------	-------------	-------------

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. We are also happy to take ideas and inspiration from parents to support our attendance campaigns.

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 a year
10 minutes late	1.4 school weeks missed a year
15 minutes late	2.6 school weeks missed a year
20 minutes late	2.8 school weeks missed a year
30 minutes late	4 school weeks missed a year

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 full 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 this is not possible, please can your child be in school before and/or after the appointment.

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:

Mrs Smith	Headteacher, Designated Safeguarding Lead
Mrs Bray	Family support, Designated Safeguarding Lead
Miss Thomas	SENDCo, Designated Safeguarding Lead
Miss Thompson	School Business Manager

The first contact for any attendance matters is Miss Thompson on the attendance extension when you dial the main school phone number.

Kind regards,



Mrs M Smith
Headteacher