



Attendance Matters

Autumn Term 2017

No 16

www.leominsterprimaryschool.co.uk



LPS Attendance Target: **96%**
1st half of Autumn Term: **96.5%**



The Autumn Term has started off well with all the children arriving on time and every day. The pattern of attendance tends to drop as the term progresses, which we have seen at LPS, as the children start to get tired and can then come down with illness. We hope everyone has had a restful and enjoyable half term break and are ready for the weeks ahead. As always, it is a busy half term with the added excitement that December brings!

The Class Attendance Space Race has launched again and the classes have taken off with fantastic attendance. Well done and thank you to everyone who makes attendance and punctuality a priority; we know that every day makes a difference to your children and we take pride in them having good attendance.

Arrival Times

Pupils must arrive at school on time and be ready to learn. We allow sufficient time for all pupils to arrive at their classroom ready for registration:

Gates open: **8.35am**

Children go into class: **8:45am**

School starts: **8.50am**

Pupils arriving after this time are classed as late

Lateness

Pupils who are persistently late miss a significant amount of learning, and it can be disruptive for the teacher and other children, whilst the pupil arriving late can feel embarrassed.

Pupils must attend school on time to be given a mark for the session. The school gates close promptly at 8.50am and pupils arriving after this time have to be signed in at the school office. Any pupil who comes into school this way from 8.50am will be marked as

late. Records are kept of those pupils who are late, which is documented on the electronic register for each pupil (Attendance code L). Any pupil who arrives at school later than 9.15am will be marked as having an unauthorised absence for the morning (Attendance code U).

Absences

Parents and carers must contact the school on the first day of their child's absence **before 10am** with full details of the reason their child is absent and each subsequent day of absence, in person, by email, by phone or by Parentmail.

Accurate information of the absence is important and if there is evidence of the contrary, the Head Teacher has the authority to unauthorised absences. All absences are recorded as either authorised or unauthorised on the child's registration certificate.

Full House Friday Challenge!

Over the coming year we will be having some non-uniform days to raise awareness of good attendance, with the aim of getting a full house.

The first FHF we are asking that children bring in a £1 donation which will go towards the class attendance prizes and rewards for the children during the year.

The first non-uniform Full House Friday will be on 24th November 2017.

Full House Friday



**Non Uniform Day
24th November 2017**

Top Tips for getting to school on time!

- ☺ Help them get their school bag packed the night before.
- ☺ Make sure their uniform is ready especially after the holidays or weekend.
- ☺ Get them to bed at a reasonable time so they have a good night sleep.
- ☺ Set the alarm clock early enough to allow plenty of time to get ready properly.
- ☺ Make sure they have some breakfast.
- ☺ Remind them that you need to set off for the bus or start walking early enough so they won't be late: punctuality is important.
- ☺ Check to make they have everything they need — books, PE kit, bus fare, dinner money etc.
- ☺ If your child is finding the work too hard speak to the teacher.
- ☺ Talk to your child about what they did in school today.
- ☺ Praise them for their effort and trying their best.

A Reminder of our Term Dates for 2017 -2018

Autumn Term 2017	Spring Term 2018	Summer Term 2018
Term Starts	Term Starts	Term Starts
Tuesday 5th September	Wednesday 3rd January	Monday 16th April
Half Term	Half Term	Half Term
23rd- 27th October	19th - 23rd February	28th May to 1st June
Term Ends	Term Ends	Term Ends
Friday 15th December	Thursday 29th March	Friday 20th July

Request for Absence from school for holidays

In 2013 the Government amended the Education Regulations 2006 and ended the right of Headteachers to authorise absence specifically for holidays.

Request for holiday absence will not be authorised in term time unless there is clear evidence of exceptional circumstances. If parents believe there are exceptional circumstances a request must be put into writing to the Head Teacher.

If you do take your child out of school without permission, a referral will be made to the Local Authority Legal Department who take appropriate legal action against all parents.

1st Half Term Holiday Facts!

5th September – 20th October

36 School days

20 children spent a total of 60 days on holiday during this period at LPS.

Year Group Attendance for 2017– 2018

	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Average
Sep-17	97.1%	95.4%	97.0%	97.3%	97.6%	96.6%	98.1%	97.0%
Oct-17	93.1%	94.0%	96.1%	96.2%	96.0%	97.2%	95.8%	95.5%

We are here to help

If you have any questions or concerns about attendance, please speak to:

Headteacher: Mr Mamak

Deputy Headteacher/Safeguarding Leader: Mrs Lynch

Learning Mentor: Miss Swain

Home/School Liaison: Mr Lewis



Ways to contact the school to let us know why your child is not present:-

Phone: 01568 616919 **Email:** attendance@lps.hereford.sch.uk **Letter:** Send a note on the day, via a friend or family member or parentmail.

It is your responsibility to ring each and every day that your child is absent