



# Coleham Primary School

*For every child, an Excellent Education*

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**Headteacher: Ms C Jones**

**Deputy Headteacher: Mr T Larkham**

14<sup>th</sup> September 2022

Dear Parents/Carers,

## SCHOOL ATTENDANCE

As you know, school attendance is an incredibly important facet of school life. Regardless of attendance being a legal requirement, at Coleham we believe that regular attendance not only increases learning time, but builds resilience, confidence and a solid work ethic that will help your children navigate the sometimes difficult world that awaits them after school.

Attendance at school is mandatory, and as members of our school community, it is fair to have high expectations concerning attendance and to expect everyone makes the effort to make sure their children attend school each day if they are well enough.

School attendance is always the responsibility of parents and carers, but here at Coleham, we want to make sure that all families have the support they need. Every half-term, I meet with our EWO to discuss attendance registers, and children whose attendance is below a certain level (usually about 95%) are checked. Children with low rates of attendance are likely to receive a letter from school, on instruction from the EWO, to let you know and to also offer any support you may require. Of course, many children with low attendance have very good reasons and there are some who need extra help and support in order to overcome barriers to school attendance. At Coleham School, we are very keen to work *with* families to make sure that your child's attendance is as high as it can be, so please do get in touch if you are concerned about your child's attendance.

Over the past 2 years, the effects of COVID have brought overall attendance down. In previous years, our whole-school attendance has been around 97%, in 2021-22 it was 94%. Our request is that your children do not miss unnecessary days when they are not genuinely ill, for reasons such as: tiredness or sore feet. If your child is genuinely poorly, then do not send them in. If you are unsure, send them to school and we can make a judgement during the day.

In addition, we have seen an increase in term-time holidays post-pandemic, which is understandable considering the disruption of the past 2 years. This year, however, term-time holidays will **not** be authorised by school, except for *exceptional circumstances*. As a school, we take advice from the Educational Welfare Officers (EWO) at the Local Authority on what constitutes an *exceptional circumstance* when there is doubt.

## Punctuality

In addition to attendance, punctuality is equally important. Our gates open at **8:40** and the children enter school to begin the day at **8:50**. Children arriving after this (and up to **9:05**) are registered as *late*. If they arrive after **9:05**, they are marked as missing the morning session, which is half a day's absence. A child could arrive at school every day at 9:10 and only record an attendance of 50%. Please bear this in mind when planning your mornings.

If you would like to discuss attendance further, please do get in touch to arrange a meeting.

Yours sincerely,

Tom Larkham  
Deputy Headteacher