

## Millhouse Primary School & Nursery

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Executive Headteacher: Mr G Allen  
Heads of School: Mrs J Haken & Mrs D McGarry

7<sup>th</sup> December 2022

Dear Parents / Carers,

### Attendance & Punctuality

We would like to remind you and draw your attention to our Attendance Policy and our expectations regarding attendance and punctuality.

The government expects every child to attend school every day and it is the legal responsibility of parents to ensure their child comes to school. Currently our whole school attendance figure is 93% and the government target for primary schools is 96%. Whilst this doesn't appear to be a large difference, it actually means we are 'well below' the DfE expectations.

Attending school is vital for your child's academic, social and emotional development. Children who miss school are more likely to suffer from poor mental health, have difficulty making and maintaining friendships and are less likely to achieve good GCSE grades later in life.

It is also important that your child arrives at school on time. Teaching starts at **8:50am** and children who arrive late miss the start of lessons, find it hard to catch up and get embarrassed walking into class late when everyone is working. It also disrupts the learning of the other children as often the teachers have to start the lesson again, spend time with the child to cover what they missed, meaning the rest of the class don't get the support they need.

We will support parents where we can, to ensure children are coming to school. Our Attendance Officer, Mrs Kavanagh can meet with parents and Mrs Duggins can work with children who may be having difficulties at school. Your child's teacher will also do what they can to make sure your child has a good time when at school. However, if a child's attendance is a concern (i.e. drops below 95%) and parents don't engage with the support, we have to start putting in place interventions, including issuing legal warning letters and applying for penalty notices / prosecution. These are outlined in our policy.

### Parents can help improve their child's attendance and punctuality by doing the following:

- Speak positively about their child's education – promote and encourage them to do well.
- Making the decision about how unwell their child is rather than the child deciding they aren't well enough.
- Not keeping their child at home when they have a bit of a headache, cold or tummy ache. A dose of paracetamol before they come in will usually do the trick and it's amazing how being with friends can make a child feel better!
- Not making appointments during the school day. Most medical appointments can now be made after school or during the holidays.

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- Not keeping a child off for family birthdays or because another member of the family is unwell.
- Booking holidays during school holidays.
- Helping children to get into routines, such as getting clothes out the night before, having a checklist of things to be done (wash, dress, brush teeth etc).
- Allowing extra time in the morning in case of bad traffic or delayed transport.

If your child is worried about something in school or you have concerns about their attendance, please come and speak to their teacher, Mrs Kavanagh or Mrs Duggins as soon as possible so that we can support them and make sure they are happy in school.

**Reporting Absence**

We know that there will be times when a child is genuinely too unwell to come to school or there is an emergency. If your child is unable to come to school, please use the Studybugs app to report their absence before 9am. Details on how to do this are in the letters section on our website. If we don't have a reason for their absence, it will always be recorded as unauthorised.

We are also aware that at this time of year there are lots of different illnesses going around so we have put information on our website about what to do for these illnesses and when a child should be kept at home and when they should come to school.

If we work together, we can make sure every child comes to school every day and receives the education that they are entitled to.

Thank you for your co-operation.

Yours sincerely,



Mrs J Haken  
Head of School