

## Elston Hall Primary School

Address: Stafford Road, Fordhouses, Wolverhampton WV10 6NN

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Deputy Headteacher: Mrs B Highman

Associate Headteacher: Mrs L Dollery

Executive Headteacher: Mr K Grayson



**ELSTON HALL**  
Primary School

# Attendance Newsletter - Spring Term 2018

Dear Families,

A huge thank you to you all for your efforts in maintaining our school attendance - until the December snowfall, it remained at **96.8%** (compared to 96.1% National Average 😊). Unfortunately, due to the exceptional weather, our Autumn term attendance did decrease in the final two weeks of term and we are striving to increase it again, now the new term has begun. This term we will also be particularly looking to improve our punctuality. A reminder that doors open at 8.45am and pupils should arrive no later than 8.55am. The school day ends at 3.20pm.

Many thanks for your support, Mrs Highman.

## Attendance Rewards

For each week that your child achieves 100% attendance they are given a sticker to put on a classroom wall chart which will enable them to work towards Bronze, Silver and Gold at the end of each term.

Children reaching Bronze, Silver or Gold are given raffle tickets to go into a prize draw to win a £40 voucher.

**In Autumn term our winners were Hawdam from KS1 and Keeley from KS2 - well done! 😊**

## Attendance Letters

Attendance is checked weekly by our Education Welfare Officer Dawn Roe and also twice half termly by the Local Authority. If your child's attendance falls under 95% you will be sent a letter informing you of this.

We appreciate you may have sent in a letter explaining the absence or contacted school but in most cases this letter is for information only. It is only when attendance doesn't improve when further action may be taken.

## Absences from School

It is the law to attend school.

Poor attendance has a detrimental impact on pupils learning and over a 5 year period a pupil whose attendance is 90% will have missed half of a school year - this is a lot of lost education!

'Persistent absence' is now classed as anything under 90% - **Parents may be prosecuted if their child's attendance falls below 90%.**

If your child is not attending school for any reason you must contact school to inform staff of the reason why. We appreciate that our telephone line is often engaged but co-operation in this matter is greatly appreciated - you can always leave a message. If you are unable to advise school by phone, we will expect your child to bring in a note on his/her return to school. Also evidence of illness may be requested for pupils with attendance below 95%.

**It is essential you contact school so that we know your children are safe.**

## Appointments

If your child has an appointment during school hours, please bring them to school either before their appointment or afterwards. There is no need for your child to miss a whole day of learning. Please also provide office staff with proof of the appointment.

## Leave of Absence during term time

You are strongly advised not to take your child out of school during the school term, if however you still decide to do so then a **leave of absence form** must be completed.

You will need to meet with a member of the leadership team to discuss your request; please contact school to arrange an appointment. Please bear in mind if school has unauthorised the absence, on your child's return to school, the paperwork for a fine may be raised and forwarded to the Local Authority.

Currently the fine stands at £60 per parent, per child if paid within 21 days, increasing to £120 per parent per child and if further non-payment within 28 days, court action may be taken.

Forms must be completed and handed into school at least **4 weeks** prior to the expected date of travel.

Leave can only be authorised in exceptional circumstances,

**Thank you to families for your continued efforts to maintain the excellent standard at Elston Hall 😊**

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