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31st October 2016

Dear Parent/Carer
RE: Attendance

Firstly, a big welcome back after a much needed half term holiday!

As you may be aware the government target for attendance in schools is 96%, last year Plains Farm missed this, with an overall attendance of 93.8%.

This year we intend to meet the target of 96% and have put a huge number of incentives in place to encourage your children to come to school, on time, every day:

- Extra playtime/Golden Time for the best whole class attendance each week (over 96%)
- Termly draw of all children with 100% attendance, with a boy and girl from Key Stage 1 and 2 receiving a £20, Toys R Us voucher
- Termly reward for the class with the best attendance (over 96%) of a class movie afternoon
- All children with 100% attendance to be put into a draw for tickets to a Sunderland home game in the Autumn Term
- Best attending class of the year (over 96%) will be rewarded with a surprise trip
- All children with 100% attendance at the end of the school year will receive a £25 cinema voucher

Obviously, there will be times when children are unable to come to school due to illness or medical appointments. In these situations there are steps parents can take to ensure the absences are authorised by school:

- It is vital that parents inform school of their child's absence of the first day of illness and every day until they return to school. Failure to do this results in the absence being recorded as unauthorised. If your child is recorded as having 5 days of unauthorised absence in 6 weeks, they are automatically referred to the attendance team
- Ensure school receives a copy of doctors appointment cards and letters
- If one of your children must miss school due to a medical appointment, ensure any other children you have are in school on time, as the authorised absence only applies to the child with the appointment
- Ensure children are in school, on time. Lateness is monitored in the same way as absence.
- Avoid taking holidays in term time. If holidays are taken, complete a holiday form from the office to make school aware of why your child is absent.

With us all working together, I am sure we will meet our target and have something fantastic to celebrate at the end of the year.

Thank you for your support,

V. Latimer

Miss Latimer
Attendance Leader