



plains.farm.@inspiremultiacademytrust.co.uk
www.plainsfarmacademy.co.uk

Monday 1st October 2018

Dear Parent/Carers,

Improving our attendance

Thank you for your help in improving our attendance in 2017-2018 to 94.2% from 93% in 2016-2017.

It is important, therefore, that we build on the success of this improvement and that you continue to support us in doing so.

Government expectations are that children have an attendance level above 96% and as a school our aim is to improve our attendance to above this level.

Beginning in October 2018, we will be:

- Sending monthly letters to parents whose child's attendance falls below 96% to make them aware of this. We do appreciate that letters issued earlier in the year may be due to having had only 1 day's absence and should they have no further periods of absence their attendance will improve as the year continues and will not be cause for concern.
- Sending monthly letters to those children have previously received the above letter detailing improvements to their attendance.
- Inviting parents whose child's attendance falls below 90% to attend a meeting in school with Miss Latimer, our Attendance Lead as your child now enters the persistently absent category.

We hope that these changes will help us to improve our attendance.

We also have the following incentives in school:

- **Each week**, children with **100% attendance/no lates** win a dip in our attendance treat box. Those children who have 100% attendance/no lates for the whole term will then be entered into a draw with the trusts other schools to win that term's prize

- **Termly 100% draw** to win £20 cinema vouchers.
- **Yearly 100% attendance rewards** of cinema vouchers.
- **A termly attendance reward of a movie afternoon** for the class which has the best attendance over the term

Whilst recognising we have improved our attendance, the issue of **unauthorised absence due to holidays in particular** is still a cause for concern so we would like to remind you of the procedures in relation to absences.

ILLNESS

The school office must be notified by **9.30am** on the first day of absence along with the reason for absence. If you fail to notify the school office the absence will be marked as unauthorised which may lead to intervention by the local authority attendance team.

LEAVE OF ABSENCE REQUEST PROCEDURES

For **All** requests for a Leave of Absence for your child(ren) you must collect a 'Leave of Absence Request Form' from the Office and complete it, stating your reasons for the request and why you consider the circumstances to be exceptional. Please give as much information as possible. This form must be received one month in advance of the potential absence. Please note that **holidays are not classed as exceptional circumstances** and will not be authorised.

MEDICAL APPOINTMENTS

It is generally better if these can be arranged outside of school hours but we know this is not always possible. When children need to attend appointments during the school day, it is important that parents collect their children from the Office. Please bring your child to the Office when returning from the appointment. **We will only authorise medical and dental appointments upon sight of a letter or appointment card.**

PUNCTUALITY

The school day **starts at 8.50am for all classes except Nursery who begin at 9am** and all doors are shut at this time. We expect children to be in the yard at 8.45am ready for the doors to be opened. If your child arrives after 8.50am, they must go through the main office and sign in, as they will have missed registration in their class. **It is not acceptable for children to be routinely late.**

Yours Sincerely

Miss L Cassidy
Head Teacher