

# Risdene Academy

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School Business Manager: Mrs S. Bell

3<sup>rd</sup> October 2017

Dear Parents/Carers,

## **Important Information Regarding School Attendance**

At Risdene Academy, registers are completed every morning and afternoon. School gates open at 8.40am to allow enough time to get children to their classrooms. Registers are taken promptly at 8.50am and any children arriving late will be marked accordingly.

**You must ensure your child is through their relevant school door by 8.50am.** A member of staff will be at the doors to meet any children arriving between 8.50am and 8.55am. These children will still be marked late in the register. All doors will close at 8.55am and adults must always ensure children arriving after 8.55am are signed in at the office. Many children find arriving late difficult, particularly if they have to join assembly. Arriving late is also very disruptive for the class teacher and pupils.

All late arrivals are recorded on your child's register. Several late arrivals will result in a letter being sent to parents/carers followed by a meeting in school to resolve issues causing continued lateness.

As registers are checked daily, any unexplained absences are recorded. **The procedure is that on the first day of your child's absence, a message must be left on the Pupil Absence line.** The absence(s) will remain unauthorised until school have been advised of the reason for absence.

If school attendance becomes a concern where persistent lateness and/or absence are in evidence, letters will be sent to parents/carers. Attendance below 96% will trigger action by the school, initially in the form of a letter. If attendance does not improve, a meeting will be held with our Vice Principal and the Class Teacher and attendance targets will be discussed.

If attendance continues to be a concern, a further meeting will be arranged with the Vice Principal and attendance targets will be reviewed. It may also be necessary to make a formal referral to The Educational Inclusion and Partnership Team (E.I.P.)

*Going beyond the expected with **PRIDE***  
***Positivity Respect Integrity Determination Excellence***

**Since September 2015, the government reduced the Persistent Absence threshold which is defined statistically according to the number of absences for your child during the full academic year.**

**The Persistent Absence threshold is currently 10% for the academic year 2017 - 2018.**

**The 10% threshold will mean children are required to have a minimum of 90% attendance. This is equal to no more than 19 days of absence (38 sessions) for the academic year. This may vary depending on the confirmed total number of days in the academic year. This adds further pressure to holidays which cannot be authorised in term time and which the Government does not wish parents/carers to take.**

Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them. Lower attendance will have a detrimental effect on your child's education.

If you would like to discuss this matter further, please do not hesitate to contact me for more information.

Yours sincerely,

Mrs L Abel  
Vice Principal