

## NORFOLK COUNTY COUNCIL - CHILDREN'S SERVICES

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Headteacher Miss Rachael Judd

4<sup>th</sup> January 2012

Dear Parent/Carer,

As you already know, since October, the school has been allocated a new Attendance Improvement Officer and we have been set the National attendance target of 95% for every child. We are so proud of our 'Outstanding' status, and this is an area that is letting us down. The Local Authority are concerned at present because for several years we have fallen far short of our target. As a result, the school is being closely monitored by the Local Authority and we need your help.

We realise that the vast majority of our parents work closely with us to ensure that children are in school every day and on time unless they are really poorly.

### **What we will do:**

In order to keep you informed about your child's attendance, we have been advised to send your child's 'herringbone' attendance sheet home each term. This will enable you to see the up to date percentage of attendance that your child has had. The Government set strict targets that are linked to how well children do in school.

- **Every child needs an attendance of 95% or above.**
- **Between 90% and 86% is a cause for concern.**
- **85% or below will result in intervention by the Attendance Improvement Officer.**
- If your child's attendance falls below 85% we will contact you to discuss this and offer support. It is at this point that the Attendance Officer will also become involved.
- **If your child has been late to school we will contact you to discuss this.** Children need to be in school by 8.50 each day.
- If we have any other concerns regarding your child's attendance we will contact you to discuss this.

We realise of course that small children get illnesses and that these are genuine reasons for absence.

### **Holidays in term time**

- In order to give you as much notice as possible, from the start of the Autumn term 2012 it is highly unlikely that any holiday requests will be authorised in the month of September. It is very important that all children are in school for the start of a new school year as assessments are done, the new curriculum is started and children need to get back into good work habits after the long summer break.
- Holidays requests in other months will be considered only if your child has an attendance rate of 95% and above previously and it is an 'exceptional circumstance' as set out in the accompanying note. **All schools in the area are following this criteria.**

### **In School**

Each class that gets 100% attendance for a day will get a gold star on the register. If a class manages to achieve 100% attendance for 20 days in a half term period, this will mean that the class will be awarded £50 to spend on a special extra resource chosen by the children to be used in class. If the class exceeds 20 days of 100% attendance, they will be awarded a special silver certificate and full attendance for the half term will result in a gold certificate for the class. For 100% attendance to be awarded to a class, there must be no children who are late.

We would be really grateful for your help and support with this difficult matter.

Yours sincerely,

Rachael Judd  
Headteacher