



DELVES LANE PRIMARY SCHOOL

Delves Lane, Consett, Co Durham, DH8 7ES

Head Teacher: Mrs R A Woods

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LEARN, ACHIEVE, INSPIRE

4th October 2017

Dear Parent/Carer

Re: Attendance at Delves Lane Primary School

I am writing to remind you about the importance of attendance and punctuality. The government have set national attendance at 96.1%. It may be useful for you to know what attendance figures mean for your child:

98% - 100% = Excellent

96% - 98% = Good

94% - 96% = Average

92% - 94% = Below Average/Low

90% - 92% = Very Low

Below 90% = Persistent Absentee

85% - 90% = Exceptionally Low

The Department for Education stated that from September 2015, the Persistent Absence (PA) criteria would change from 15% to 10%. **This means that any pupil who falls below 90% for attendance is a persistent absentee.**

What does 90% Attendance Mean?

- 90% attendance = ½ day missed every week!
- Over one school year this is 4 weeks of learning lost!
- Over the 7 years (Reception to Year 6) at primary school your child will have missed 28 weeks!
- What impact might this have on your child's future ...?
- 19 days absence per year = 90%.

Regular attendance at school is essential to ensure uninterrupted progress and to enable children to fulfil their potential. The attendance pattern for all children is monitored regularly with the school seeking to work actively with parents to ensure that regular attendance is maintained. The Department for Education has published data on their website that clearly shows the link between attendance and attainment. This highlights the fact that there will be an impact on your child's education and exam results if they are persistently absent from school.

If a child is absent for 8 days per year their attendance would be 96%.



At Delves Lane Primary we follow the procedures outlined below to offer support for failing attendance.

1. **Notice to Improve Letter** – sent home to indicate to parents/cares that attendance is starting to decline. This will be sent to students at below 95% attendance.
2. **Warning Letter** – sent home to indicate further decline in attendance and request appointment to come into school to discuss your child's attendance. This letter also serves as a 2nd warning that Attendance is on the cusp of becoming a persistent absence as detailed above.
3. **Final Written Warning** – will be sent to you when your child(s) attendance reaches below 90%. This will also trigger a referral to the Education Welfare Service for further intervention which could result in a prosecution.

Minor ailments, such as a headache or slight cold, are not acceptable reasons for failing to attend school. Repeated absences will require the school to request that you obtain medical evidence from your doctor's surgery or local pharmacy as recommended by the Government.

Punctuality matters too! Missed minutes = missed learning = missed opportunities!

Being frequently late for school means lost learning:

- Arriving 5 minutes late every day adds up to over 3 days lost each year.
- Arriving 15 minutes late every day is the same as being absent for 2 weeks a year.
- Arriving 30 minutes late every day is the same as being absent for 19 days a year.

Some Strategies to Improve Punctuality

- **Bedtime routines** – packing school bag ready for the next day, getting to bed earlier, setting a time for a television, iPad, computer, mobile phone and other devices to be turned off.
- **Morning routines** – setting the alarm earlier, no television until ready for school (and maybe not even then), having breakfast before leaving home, so no need to call in at the shop, meeting a reliable friend to walk to school with.
- Coming to school for breakfast club which starts at 8am.

The more you learn, the more you can earn.

Please do let us know if you have any concerns regarding your child's attendance and we will work together to ensure that they achieve their full potential.

Thank you for your continued support.

Yours faithfully

R Woods

Mrs R Woods
Headteacher

