

Reignhead Primary School
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Be the B.E.S.T. to Achieve Success For All
Headteacher: Mrs C Stafford
Deputy Headteacher: Mrs C Fairfax

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Dear Parents/Carers,

At Reignhead we recognise that good attendance and punctuality are vital if pupils are to achieve their maximum potential. We are committed to working with parents/carers and pupils to ensure that each pupil benefits from the academic, personal and social opportunities available to them during their years with us.

Children who miss out on education are at an immediate disadvantage relative to their peers and at a great cost to themselves. By working together, we can keep absence at school to the lowest possible figure. This will ensure that children get the absolute most from their education at school.

Children in primary school are dependent upon the adults in their life to get them to school regularly and on time. The focus in both Foundation Stage and Key Stage 1 programmes is to establish good habits and to work with parent/carers to improve attendance. In Key Stage 2 we continue to work with parent/carers and start to develop 'self' responsibility in the children.

We would therefore ask that you:

- Inform the school of any reason that will prevent your child from attending.
- Contact the school on the first day (and thereafter) your child is unable to attend, and give a valid reason for absence on the dedicated absence line. Telephone number 0114 2475767
- Ensure your child arrives on time and is well prepared for the school day.
- Contact the school in confidence whenever any problem occurs that may keep your child away from school.
- Inform the school of any forthcoming appointments and, where possible, arrange appointments outside of the school day.
- Provide medical/ circumstantial evidence for absences of more than 4 days and where an illness falls on either side of an unauthorised holiday taken.
- Take holidays during the school holiday period and not during term time. Holidays taken during school time will not be authorised and may be fineable. Illness absence, falling alongside a holiday, may not be automatically authorised.
- Only in **exceptional** circumstances will request of leave in term time be granted and will require a completed planned application request 20 days in advance of the leave of absence. An example of exceptional circumstances may be: religious observation; approved sporting activity or bereavement where the family must travel together, abroad, to a funeral. If the visit abroad is for



the wedding of a close family member, the day of the wedding will be authorised but surrounding days will not.

Legally there is no entitlement for parents to take their child on holiday during term time.

Where appointments are booked for after 11 a.m. pupils must attend school first. For any appointments before 1:30p.m, the pupil needs to return to school as soon as possible.

If a pupil leaves the school premises with a parent/ carer for any reason during the school day, staff will ensure that this is recorded, (together with signing back in if they return) to comply with Health & Safety Regulations.

In return we will:

- Provide a broad and balanced education that is dependent on regular attendance at school.
- Encourage and celebrate good attendance through certificates, letters home and a very special attendance reward at the end of the year – to be announced!
- Make accurate recordings of attendances and punctuality and ensure that any barriers to attendance is dealt with efficiently.
- Make first day contact with parents/ carers when a pupil fails to attend school and hasn't given a valid reason for absence.
- Inform parents/ carers if a pupil's attendance and/ or punctuality has fallen below the expected school target of 97%. Notification to parents/carers of attendance and punctuality will operate through a system of text messages, tiered letters and reports home.
- If there is no improvement in attendance or punctuality parents/carers will be required to attend Attendance Meetings where support will be offered to improve attendance. Where appropriate, other services such as the Local Authority may be also invited to the meeting. We work closely with the attendance team to assist and support families where needed e.g. MAST (Multi Agency Support Team).

When a pupil's attendance falls to 90% or below, this is considered as irregular attendance which may result in prosecution under section 444 of the Education Act and Anti-Social Behaviour Act 2003.

Good attendance and punctuality are directly linked to achievement – your child's chances of success are **greatly improved** if they attend school regularly.

Thank you for your continued support,

Caroline Fairfax

Deputy Head Teacher