



# Comber Grove Primary School

*'Small School. Big Heart!'*

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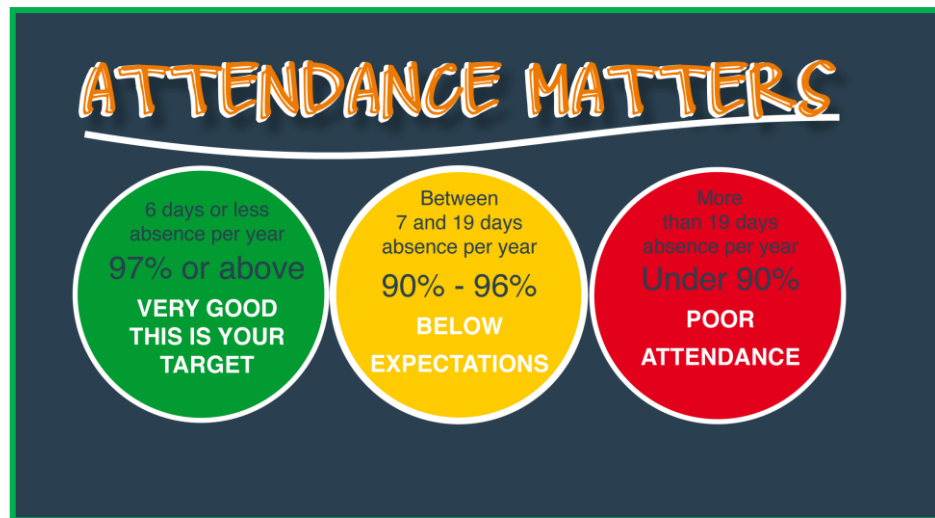
Deputy Headteacher: Ms Joanne Fielding

Wednesday, 02<sup>nd</sup> November 2022

Dear Comber Grove families,

## Autumn Term 2- School Attendance Matters

Good attendance is essential for children to achieve their potential.



I am requesting your support to improve whole school attendance and punctuality. The impact upon children's education through lost learning is huge. At a time when so much education has been disrupted it is vital that we make every school minute count. I urge you to ensure that your child is in school and on time every day to prevent anyone falling behind with their learning.

*Persistent cases where poor attendance and punctuality do not improve can be considered neglect.*

Government departments track school attendance figures. It is considered that attendance of 90% or below is **persistent absence**, which will be closely monitored by school staff. Failing to improve on this 90% can lead to prosecution.

Comber Grove Primary School has a whole school attendance target that is **95.6%**. There are things you can do to improve your child's attendance and avoid falling into the persistent absence category:

- If your child is unwell and you are unsure whether to send them to school, contact the office to seek advice on **020 7703 4168** before 8:30am
- **Avoid taking any holidays during term times**
- Keep up to date with what % attendance your child has so that you know if they are at risk of persistent absence (office staff will provide this for you)
- Speak to school staff with any concerns.
- Talk to your child about the importance of them being in school and let them know how important **you** feel it is.

Community

Pride

Empathy

Happiness

Individuality

Creativity

The table below provides an example of the impact of lost learning through pupil absence:

| Attendance % over a school year | Equal to number of days absent | Converted to approximate weeks of absence | Approximate number of lessons missed | School Concern Level                         |
|---------------------------------|--------------------------------|---|--------------------------------------|--|
| 95%                             | 9.5                            | 2   | 47.5                                 | Pupil can catch up and still succeed         |
| 90%                             | 19                             | 4   | 95                                   | Poor attendance -we are concerned            |
| 80%                             | 38                             | 8   | 190                                  | Very poor attendance - we are very concerned |
| 70%                             | 57                             | 12  | 285                                  | Serious concerns                             |

Therefore, a child who has an absence % of 80% has missed 38 days of school and has missed 190 lessons.

**Punctuality** is also highly important. Pupils who arrive late to school are not only losing learning but also disrupting the learning of others as they arrive late for lessons. Pupils do not like being late into school and we witness how upsetting it can be for them. We want to prevent this.

The table below provides an example of the impact of lost learning through pupil lateness.

| Number of minutes late per day over a school year | Approximate equivalent number of days lost learning |
|---|---|
| 5 minutes   | 3 days  |
| 10 minutes  | 6.5 days  |
| 15 minutes  | 10 days   |
| 20 minutes  | 13 days   |

We want to help families get their child to school on time. Here are some things you can try:

- Have everything you/your child needs for school prepared the night before
- Ensure that your child goes to bed reasonably, so they are not too tired to get up in the morning
- Ensure your child has a good night's sleep and reduce their use of devices at bedtime.
- Have a consistent bedtime routine for your child
- Set an alarm to allow plenty of time for your morning routine in getting to school on time

I hope we can make improvements to attendance and punctuality.

Thank you for your support.

Yours sincerely,

**L.Black**

Mr Lorrain Black

Headteacher

01/11/2022