



Kingsway Primary School
Ashville Road
Wallasey
CH44 9EF
TEL: 0151 638 5195

Headteacher: Mrs Holbrook

Attendance information September 2022



#EVERYDAYCOUNTS



Dear parents and carers,

As I mentioned in the last newsletter, this term we are focusing on raising our school attendance. As we all know, the pandemic has had a huge impact on school attendance over the last couple of years and children and staff are working hard to ensure that the children are given the best possible opportunities to catch up and meet their full potential. It is clear that the better a child's attendance and punctuality, the better progress they make. I am writing this letter to you to outline the systems and procedures which will be in place this year to monitor children's attendance and support the children to be in school and on time. These policies and procedures are in line with Wirral's attendance policy, which can be found on our school website.

Illness and reporting a child's absence



We understand that at times, children become ill and need to have time off school to recover. Children also have to stay off school for 48 hours after any diarrhoea or vomiting. If your child is unable to attend school for any reason, please phone the office on 638 5195 as soon as you can from 8:30am to inform us of this. Wherever possible, please make medical appointments outside school hours and inform school in advance of any medical appointments that cannot be scheduled out of school time.

Holidays in term time

Holidays in term time cannot be authorised, except in exceptional circumstances. Holiday request forms must be completed and can be collected from the school office. Unauthorised holidays may result in an Education Penalty Notice being issued by the Local Authority, in line with Wirral's attendance policy.

Unauthorised Absence

If your child is absent from school for a reason which could be avoided, this is an unauthorised absence. Similarly, if your child arrives very late for school (after 9:30am), this is also marked as an unauthorised absence. If your child is absent from school with no reason given, we will try to contact you to find out the reason for the absence. If we are unable to find out why a child is absent after multiple attempts, this is then recorded as an unauthorised absence. If a child starts having too many unauthorised absences, this can also result in Education Penalty Notices being issued by the Local Authority, in line with Wirral's attendance policy.

Punctuality

Children's punctuality is also very important. We start learning at 9am, so any children arriving after this time misses the start of their lesson. As this is when the main teaching input happens, it will often mean that the child cannot learn as well as they would have in that lesson. If this happens repeatedly, it creates gaps in children's learning and leads to them falling behind. This is especially important as our phonics and reading teaching begins at 9am, and if children are late, they miss this essential learning.

MINUTES LATE EACH DAY	NUMBER OF SCHOOL DAYS/WEEKS MISSED IN A YEAR
If you are late by the number of minutes below each and every day...	... this is how much learning time you will have missed, by the end of the year.
5 minutes	3 school days
10 minutes	6.5 days
15 minutes	10 days
20 minutes	13 days
30 minutes	19 days

Please be aware:
If you arrive after 9.00am you will be given a late mark on the register.
If you arrive after 9.30am, your late mark becomes an unauthorised absence for the morning session.
Make every minute count!

Celebrating Excellent Attendance

Classes have the opportunity to work together as a team to earn rewards for good attendance each week. Any class who reaches our attendance target of 95%, earns a roll of the dice in assembly, with each number being linked to a class prize. We will also be rewarding certificates each half term for children who have received 100% attendance overall and within that half term. That means that if children do have to miss a day of school due to illness one half term, they can still earn their certificate for the next half term. We are also working with our friends from Vision for Education, who have offered to sponsor some further prizes and incentives for excellent and improved attendance. They will be visiting one of our assemblies soon to tell us more! 😊

Attendance Stages and Actions

Please find below a table that outlines our school's attendance stages and the actions linked to each stage. The information below is for monitoring attendance of children of compulsory school age (F2 to Y6). However, it is also important that children in nursery and F1 attend regularly so that they get the best possible start to their education.

Percentage/ Stage	Action
Excellent Attendance 98-100% Attendance <i>98% equates to 4 days off per year</i>	Children's excellent attendance will be celebrated through our assemblies, this will include certificates and rewards.
Good Attendance 96-98% Attendance <i>96% equates to 7.5 days off per year</i>	
Nearly There 94-96% Attendance <i>95% equates to 9.5 days off per year</i>	If a child's attendance drops below 96% their parents/carers will receive a message from school to let them know this is the case.
Needs to Improve 90-94% Attendance <i>92% equates to 15 days off per year</i>	If a child's attendance drops below 94%, their parents/carers will receive a letter from school to inform them that this is the case and that their child's attendance is being specifically monitored. Parents and carers will receive information about what will happen next as part of this monitoring process and how they can discuss this with us.
Persistent Absence Below 90% Attendance <i>90% equates to 19 days/nearly 1 month off per year</i>	If a child's attendance continues to drop, and falls below 90%, parents will receive a letter or a phone call from school to discuss this. If attendance does not improve, this will be referred to Local Authority Attendance Officers and parents and carers will be invited in for a meeting. Further action may be taken in line with Wirral's attendance policy.

What should I do if I am concerned about my child's attendance?

If you have any concerns about your child's attendance or anything that is preventing your child from attending consistently and punctually, please do contact us at school. Mrs McGree (Miss Smith), our Pastoral Lead, is contactable via the school office if you wish to speak to her about your child's attendance.

As always, if there are any questions about the content of this letter, please contact us via the school office.

Thanks everyone,

Helen Holbrook (Headteacher)