

# A is for Attendance!

At The Gattons we aim to develop the gifts and talents of all our pupils and encourage a life long love of learning. To achieve this, and for children to reach their full potential, excellent attendance and punctuality is crucial. The aim of this newsletter is to promote good attendance for the children in our school and as parents we need your help and support to ensure your child reaches their full potential.

## Does Attendance Really Matter?



## What does Good School Attendance look like?

We take school absence very seriously. We identify students whose attendance drops below 96% and provide support to help improve this. We will contact any family whose child's attendance drops below 90% which is the persistent absence threshold. It is important that parents/carers and school work together to reduce absence and prevent legal action being taken as a result of persistent absence.

We categorise levels of attendance into red, amber and green.

**GREEN - 100%.** Excellent attendance above the national expected average, ideally where all children should aim to be.

**AMBER - 96.7% or above.** Good attendance - in line with or above national expected average.

**RED - below 96.7%.** Attendance below expected level. We will monitor the child's attendance and if we do not see an improvement we will contact you by letter.

A copy of your child's attendance record is available, on request, from the school office and a copy will be provided with your child's annual report in the Summer term. You can also view their attendance via the MCAS App in real time. Please contact the school office if you have not activated your MCAS account and we will send you an activation email.

### School Matters!



Attend Today, Achieve Tomorrow

## Expectations - Providing Reasons for Absence

Please remember when phoning or emailing in for a child who is off school, we require an actual reason for the absence. Please remember to provide your child's full name and class as well. Thank you.

**Medical Appointments** - We request that, where possible, routine medical and dentist appointments are arranged outside school hours as these appointments will affect your child's percentage attendance. We do understand that some appointments, such as hospital consultations, are not always possible to arrange outside of school hours. However if your appointment time allows your child to come to school for registration and then leave, this will have a positive impact on their attendance figure. Likewise if they are able to be back in school for afternoon registration - 12.45pm - Reception and Year 1, 1.15pm - Year 2 this will also have a positive impact.

Please make sure you have contacted the school by 9.25am if your child is going to be absent. If we do not hear from you, we will ring you to find out why your child is not in school.

## Holidays and Absence during term time

Absence will not be authorised during term time except in exceptional circumstances. It is very important that all parents and carers understand that children with unauthorised absences, including holidays, and unexplained absences are at risk of receiving a Fixed Penalty Notice (FPN) from West Sussex County Council. A FPN is issued per parent, per child and is £160. If it is paid within 21 days this may be reduced to £80. Further information can also be found on our website.



## Punctuality Matters!

Arriving on time for school is important as late arrivals are disruptive for the class and can be embarrassing for the child who is late. Children can also miss important information during registration including the plan for the day.

- ◇ Gates open at 8.40am
- ◇ Classroom doors open at 8.50am
- ◇ Late arrival is between 8.55am and 9.25am
- ◇ Arrival after 9.25am is recorded as unauthorised. 20 late arrivals can trigger a FPN especially if your child also has other unauthorised absence!



**We understand that school mornings can be hectic, but ... Did you know?**  
**Being 15 minutes late each day is the same as missing two weeks of school!**



See our minutes lost calculator to find out how much school you miss each year if you are late:

## New Year, New Resolution!

Small changes can make a big difference! Why not pack your child's bag or lunchbox the night before? Set the alarm clock ten minutes earlier? These small changes can help everyone to be ready to leave home in good time, arrive at school punctually and be ready for the day ahead.

Thank you for your support in helping to raise our school attendance. If you would like any support or advice on attendance or punctuality, please speak to your child's class teacher or Mrs Gospel.

**Attend Today –  
Achieve Tomorrow!**