



'Every child is entitled to access full time education every day, attendance matters, let's help our children reach their full potential'.

Dear Lady Bankes Early Years families,

This email is a polite reminder regarding attendance at our school.

We would expect your child's attendance to be above 95% which has been set by the Department of Education and is stated in our school attendance policy for the next academic year.

Please note that once your child enters statutory full-time education (the term after their 5th birthday) as a parent you are legally responsible for making sure your child gets a full time education and that they attend school regularly.

It is important that all our pupils attend school as much as possible to ensure that they are able to fully succeed with their learning and the opportunities presented to them.

Below are the attendance percentages for both Nursery and Reception to date:

Nursery 88.4%

Reception 91.7%

We monitor every child's attendance at school. We look at all the reasons for a lower attendance figure for a child before contacting parents. A copy of your child's attendance record is available, on request, from the school office.

It is understood that sometimes children may be absent from school due to health or medical needs. If there is an ongoing persistent health need, which as a school we are unaware of, please do provide further information about this.

Continued absence

What happens if there are persistent absences?

You will be invited to attend a meeting at school to discuss the situation where you can discuss any difficulties or ongoing medical problems your child may have. A support plan may be offered.

If attendance drops to below 80%, then the matter may be referred to the local authority attendance team.

If your child is too ill to attend school

Please contact the school office before 9.30am with full details of your child's illness/symptoms. Please either call 01895 634180, email the absence email

absence@ladybankes.school or text. If we do not hear from you, we will text you to find out why your child is not in school and we may treat the absence as unauthorised. When reporting your child's absence, please include their name, class and reason for absence in any email or message. This saves us a lot of time and is much appreciated. If you are not sure whether your child is well enough to attend school, send them in anyway as they often perk up on arrival.

Absence through Medical Appointments

Tell the school in advance of any medical appointments and these must be accompanied with a proof of appointment which you can either send to us by email or bring a letter to the main reception.

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 into school for afternoon registration this will also have a positive impact.

Absence during term time will not be authorised except in exceptional circumstances.

If you choose to take your child out in term time, please complete an exceptional leave form which can be obtained from the main reception and Mrs Needs will be in contact with you by email.

No holidays during term time will be authorised and in certain circumstances a School Holiday Penalty Fine may be incurred from the Attendance Support Team at the Local Authority.

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 contact us we have always had an open door policy and we are all here to help you as much as possible.

**Mrs Smith
Attendance Officer**

'Regular school attendance is an important part of giving children the best possible start in life. The aim should be to attend 100% of the time. Children who miss school frequently can fall behind with their work and do less well in exams later on in life. Good attendance also supports children to make and build strong relationships.'