



Every day Matters, Every lesson Counts....

Working together to ensure the best possible attendance for every child at Otterham Primary School

Dear Parents/Carers

21st September 2023

We know that every parent wants their child to achieve as well as they possibly can at Primary School. However, if your child is not in school, on time, as often as possible they will be missing many important parts of their education.

- Do you know what your child's attendance is? (This has been given out as a letter yesterday)
- Do you know what "good" attendance is?
- Figures can be misleading! Even 90% attendance which sounds quite good is actually the same as missing half a day of education every single week...or four full weeks every year. That's a lot of school time missed. Every day is 5 lessons that will not be repeated!
- We want every child to achieve at least 97% or higher attendance in order for them to make the best progress possible

Every single day missed at school or arriving late to school equals a gap in your child's learning. It is very hard for children to catch up when they have missed out vital parts of their education



By increasing attendance by just 1%, schools can improve attainment by over 5%. Please help your child and us by ensuring their attendance remains above 97% allowing them to achieve their full potential.

Arriving on time is just as important. Being late every day can add up to a lot of lost learning time.

- 5 minutes late every day adds up to over 3 days lost each year
- 15 minutes late is the same as being absent for 2 weeks a year

Please help your child to be punctual. All children should be in their classrooms by 8.55 am.

We will enter into discussions with the Education Welfare Officer if your child's individual attendance falls below 90% or if children are continually late. The Education Welfare Officer will start to take action if attendance falls below 85%.

You will also be invited to a meeting held in school.



Holiday Requests

All schools follow Department of Education guidance with regard to school attendance. Their expectations are very clear, Headteachers should only authorise leave of absence in exceptional circumstances. Leave is very unlikely, however, to be granted for the purposes of a family holiday. This means family holidays taken in term time will be coded as 'unauthorised'. Unauthorised absences exceeding 10 sessions (5 days) will also be subject to scrutiny from the Educational Welfare Officer.

So how well is your child doing?

No days lost	10 days lost	19 days lost	29 days lost -the same as half a term!	38 days lost	47 days lost
100%	95%	90%	85%	80%	75%
190 School days each year	180 days of education	171 days of education	161 days of education	152 days of education	143 days of education
GOOD Best chance of success - get your child off to a flying start		WORRYING Less chance of success. Makes it harder for your child to progress		SERIOUS CONCERN Not fair on your child Possible court action	

Please do not hesitate to come into school if you need any support at all with improving your child's attendance. We are always happy to talk to you and would much rather sort out little problems before they become bigger ones.

By working together we can ensure that your child has the very best chance of achieving their full potential at Otterham Primary School.

Get into good habits today!

Kindest Regards

Helen Ward

Headteacher