

Dear Parents and Carers,

### **Attendance at, The Observatory School**

If a child of compulsory school age is registered at a school it is essential that they attend school regularly to allow a child to fulfil their potential.

As a school we want all our children to achieve and we are constantly looking at ways of improving our systems for that to happen. One of the systems we have been reviewing is attendance.

For a school to be considered to have good attendance we must have attendance of at least 97%.

Our current school attendance is 68.21%.

We are very concerned about this and have made it a key target for our school to improve attendance. We can only achieve this by working together. We are implementing attendance steps, which will be in line with Local Authority and Government Guidance. The steps will involve a series of letters which will be sent if your child's attendance becomes a cause of concern. These letters will go to all families, (even if our attendance team or Local Authority Attendance Officer are currently working with you).

Letter One	Sent to parents whose children have attendance below 97%
Letter Two	Sent to parents whose children have attendance below 95%
Letter Three	Sent to parents whose children have attendance below 92%
Letter Four	Sent to children whose children have attendance below 90%

Every single day a child is absent from school equates to a day of lost learning.

Attendance percentages can be misleading. For some parents 90% attendance may seem like an acceptable level of attendance. However, the reality is that 90% attendance means that your child will miss half a day of

school each week or 19 days of school during the school year. That is nearly four school weeks.

The table below shows the amount of lost learning a child may have by missing school.

100% attendance	Zero days missed	Perfection!
99% attendance	Two days of absence across the year	Excellent!
97% attendance	Five days of absence across the year	Good
95% attendance	Nine days of absence across the year: one week and four days of learning missed.	Satisfactory
90% attendance	Nineteen days of absence across the year; three weeks and four days of learning missed	Poor
85% attendance	Twenty-eight days of absence across the year: five weeks and three days of learning missed.	Very Poor
80% attendance	Thirty-eight days of absence across the year: seven weeks and 3 days of learning missed.	Unacceptable
75% attendance	Forty-six days of absence across the year: nine weeks and one day of learning missed.	Unacceptable

### **Incentives**

Each half term children who have 100% attendance for the half term will receive a 100% attendance certificate.

At the end of each full term any children with 97% attendance and above will be entered into a draw and a winner from each key stage, , KS2, KS3 and KS4 will be selected and awarded a gift voucher or a prize.

Each week we have a class attendance rewards. The class with the best attendance will be celebrated on the Wall of Fame, along with the previous week's excellent attenders.

We are also introducing an attendance newsletter, which will be sent to parents once a term. The newsletter will keep parents fully informed of our school attendance and celebrate the children and class achievements. We are also happy to take ideas and inspiration from parents to support our attendance campaigns.

### **Punctuality**

Arriving at school on time and ready to learn is the best start to the day for our children. Even being 5 minutes late per day can add up to 3.4 school days missed.

<b>Minutes Late Per Day</b>	<b>How Many School Days/Weeks Missed In 1 Year</b>
5 minutes late	3.4 school days missed a year
10 minutes late	1.4 school weeks missed a year
15 minutes late	2.6 school weeks missed a year
20 minutes late	2.8 school weeks missed a year
30 minutes late	4 school weeks missed a year

### **Absences**

Holidays during term time that are not authorised will be recorded as an unauthorised absence. Any child absent from school due to a holiday will miss out on important learning and will fall behind with their school work. There are only 190 statutory school days leaving plenty of time for holidays to be arranged outside term time.

Please support us by making doctor, dentist and medical appointments outside of school hours when possible and ensure your child arrives at school on time.

If your child is genuinely unwell and unable to attend school, please telephone the school pupil absence line and leave a message. We must have a reason for every time a child is absent from school.

If we have not been able to make contact with you, we will make a home visit, inform our Pastoral Team or inform the LA Attendance Officer. Some of these measures may seem extreme but it is our duty to ensure the safeguarding of every pupil in our school community.

## **Our Team**

Our attendance team consists of:

Mr G Chiswell	Headteacher, DSL, Attendance and Welfare
Ms S McGlynn (Gower)	Deputy Headteacher, DSL, Attendance and Welfare
Mrs A Baird	Attendance First Response, Pastoral Manager – Mon - Wed
Ms J Murphy	Attendance First Response, Pastoral Manager – Thur & Fri
Mrs S Dowd	Attendance First Response, PSP Lead
Mrs S Harold	Attendance First Response, PSP TA
Mr J Gerrard	Attendance First Response, Pastoral Assistant – in charge of careers, Behaviour Lead

Ms L Wooten	Attendance First Response, Pastoral Assistant, Attendance Administrator and Exams Officer
Ms J Kelly	Local Authority Link Attendance Officer

Please use the Dojo App, which is the easiest way to contact your pupils Form Teacher and Teaching Assistant (TA). They are your first point of contact for any attendance relating matters.

You can also use the contact for any attendance matters by calling the school office on the attendance extension when you dial the main school phone number –0151 652 7093.

Kind regards,

Mrs A Baird  
Pastoral Manager, DSL, Attendance Lead

