

# Attendance Newsletter

## Autumn Term 2019



### Attendance

As we near the end of the autumn term I would like to take this opportunity to thank you for your on-going support in improving the whole school attendance. It has been a challenging term with regards to sickness bugs and throat infections but hopefully once we head into the spring term these will all be behind us. As you are aware the national expectation for attendance is 96% and currently we are 95.65%. Below are a few key points that I would like to remind you about so please take time to read through this newsletter.

#### Current Attendance Figures

Reception - 93.56%	Year 4 - 95.62%
Year 1 - 95.45%	Year 5 - 96.29%
Year 2 - 96.45%	Year 6 - 95.03%
Year 3 - 96.23%	

#### Punctuality

The number of children arriving late for school has increased over the last few weeks so please can you make every effort to get your child to school on time, infants 8:55am and juniors 8:50am. If your child is due to arrive late then they will need to be signed in via the main office by an adult giving the reason for their lateness.

#### First day absence

If your child is not well enough to attend school you will need to inform the school by 9:30am. If leaving a message on the absence line please make sure you leave a clear message stating the name and class of the child followed by a detailed reason for the absence. You may be called following this to clarify the reason for non attendance. For safeguarding reasons we follow a strict first day absence procedure if a call is not received:-

- Phone call home
- Phone call to all contacts listed on the system
- Home visit

#### Illness prior to or after a school holiday

With the Christmas break coming up I would like to remind you of the procedures around authorising illness prior to or after a school holiday. Illness will not be authorised unless evidence of the illness is provided to the school. The reason for this is to stop parents taking extended leave attached to a school holiday. If your intention is to travel outside of the school holidays please make an appointment to see me to complete the paperwork. Contact details below.

#### Medical/ Dental Appointments

A gentle reminder that the above appointments will only be authorised if a letter or appointment card are provided to the school.

#### Sickness Procedures

The school now has a 24hr sickness exclusion and not 48hrs. If you need clarification on this please contact me. Contact details below.

May I take this time to wish you a Merry Christmas and a Happy New Year and look forward to working with you in the spring term. If you require any further information regarding attendance please do not hesitate in contacting me on 01708 342453 or [chouseago@hilldene.havering.sch.uk](mailto:chouseago@hilldene.havering.sch.uk). Alternatively I am available between the hours of 7:30am—12:30pm Mon-Fri.

Claire Houseago—Attendance Mentor