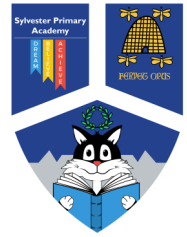


# Sylvester Primary Academy

## Attendance & Punctuality Newsletter



September 2023

Welcome back! We hope all our children had a wonderful summer break.

At Sylvester Primary Academy, good school attendance is an important part of giving children the best possible start in life. We try our best to support each child to thrive and reach their full potential. The aim should be to attend school **96%-100% of the time**.

Our school **whole** school weekly attendance goal is: **96%**.

This academic year we aim continue to promote excellent attendance and punctuality at Sylvester Academy. We will reward pupils weekly and provide advice and guidance to parents, if/when needed. We will continue to maintain positive communication between home and school, making attendance a priority for the whole school community.

### **EXPECTATIONS**

#### **Parents / Carers-**

- ◆ To encourage their child to attend school- **ALL** parents and carers are responsible in ensuring their children attend school regularly
- ◆ To inform a member of staff of any problem that may hinder their child from attending school.
- ◆ To ensure their child arrives to school each day on time.

#### **Parents can expect from School-**

- ◆ Regular, efficient and accurate recording of attendance and punctuality
- ◆ Phone calls, emails and **daily home visits**- upon absence
- ◆ Initiatives to encourage and reward good attendance/punctuality
- ◆ Weekly class attendance rewards
- ◆ Regular contact with parents- including phone calls and meetings
- ◆ Immediate and confidential action if any problem is notified
- ◆ Bronze, Silver, Gold awards and special assemblies for whole term attendance
- ◆ Half term attendance notification letter- green/amber/ red traffic light to help to remind and guide parents of percentage attendance



### **SCHOOL TIMES**

**Gate Opens: 8:40am**

**Gate Closes: 8:50am**

**School Ends: 3.15pm**

Children will be marked **LATE** if they come into school **after 8.50am**

All parents and carers are responsible in ensuring their child arrives to school, on time, each day.

We expect parents to call school at the earliest possible convenience, if their child is to be absent from school.

There should be **evidence** provided should a child need to leave school for a medical/dental appointment, or if your child has been absent from school for more one day.

Appointments should try to be made at the end of the school day, where possible.

**\*Polite Reminder\***- Please **DO NOT** contact through dojo if your child is absent from school, as the message may not be read/passed onto the attendance team, as teachers are busy teaching. Please call school **0151 477 8320-option 1 (voicemails are accepted)**



**Count Everyday and MAKE Everyday Count!**

## NEW LOCAL AUTHORITY & DFE RULES FOR ATTENDANCE:

As of September 2023 there is a new code of conduct with regards to absences, exclusions and Educational Penalty Notices.

EPN's can now be issued when the following have occurred:

*At least 10 sessions (5 school days) lost to unauthorised absence within a period of no more than 10 weeks.*

*In cases where a child persistently arrives at school **after** the register has closed and has accumulated 10 unauthorised late marks within a period of no more than 10 weeks.*

*If a child's regular attendance is less than 95%.*

Please see attached link for more details:

[www.gov.uk/government/publications](http://www.gov.uk/government/publications)

[knowlsey.gov.uk/attendance](http://knowlsey.gov.uk/attendance)

## UNAUTHORISED ABSENCES

This is when school has **NOT** allowed absences because reasons are not acceptable for example:

- Taking whole days off school for AM or PM medical appointment
- Holidays
- Minor illnesses or frequent absence due to minor illness unless backed up with medical note.
- Birthdays/day trips/shopping
- Feeling tired / nausea

## Did you know?



If there are any circumstances that school may not be aware of, which is having an influence on your child attending school regularly, or you if you want to discuss this matter further, please do not hesitate to contact us.

We are here to support you in working together on techniques that can assist you and your family, perhaps with Bedtime Bliss, Morning Routines and Reward Charts etc. If you require support regarding any illnesses, the school nursing service is available to all children in Knowsley schools. The school nurses can provide support for both physical and mental health needs. Their role in attendance can often be key and they engage with school on a regular basis

Being punctual for school means making sure **YOUR** child is at school, ready to learn **before** the bell rings at **8.50am**. Good punctuality at school is essential for pupils to achieve their full educational potential.



Please remember, arriving late to school can be very disruptive for your child as it effects their social and emotional well-being as well as making it awkward when they arrive to class late and see the they have missed part of their lesson.

## ATTENDANCE MATTERS

LOST MINUTES = LOST LEARNING!

EVERY SCHOOL DAY COUNTS!

Better late than never  
But never late is better



Every school day counts BUT every minute is equally important!