

The Bellbird Primary School
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Attendance

18th January 2016

Dear Parent / Carer,

We mentioned in our newsletter last week about amendments to our policy and procedures for attendance. To continue our partnership with you in supporting your child, please read the following information because we firmly believe that good punctuality and attendance have a significant impact on a child's well being, progress and achievement.

Please find below a table showing attendance levels and the impact on learning. This table has been provided by Cambridgeshire County Council and adopted by Sawston and Linton Locality.

We understand that specific circumstances will always need to be looked at individually but the following provides guidance for those discussions. We wish to work with all parents / carers on ensuring that all pupils receive their entitlement for quality first teaching and a rich school experience.

Description (Guidance only)	Threshold Attendance	Actual Attendance	Whole Days Absent	Learning Hours Lost
Relating to unauthorised absence (please note: cases would be dealt with on an individual basis)				
Excellent	100%	190 days	0	0
	99%	188 days	2	10
Good	98%	186 days	4	20
Bellbird staff will identify pupils and have an honest discussion with parents / carers if attendance is beginning to cause concern.	97%	184 days	6	30
	96%	182.5 days	7.5	37.5
Becoming Unsatisfactory	95%	180.5 days	9.5	47.5
Bellbird staff will identify pupils and have an honest discussion with parents / carers – to include support plan (Family CAF) if required	94%	177 days	13	65

Cause for Concern	90%	169 days	19	95
Bellbird staff will identify pupils and have an honest discussion with parents / carers – to include 4 week monitoring period.	89%	167 days	21	105
	88%	165 days	23	115
	87%	163 days	25	125
If over the previous 6 weeks attendance recorded = mostly unauthorised then staff will have honest discussion re: referral to Education Welfare.	86%	161.5 days	27	135
Serious Cause for Concern	85%	159.5 days	28.5	142.6
Bellbird staff will not expect to see unauthorised levels at this stage. If this is the case then honest discussions re: Legal action will be required for the sake of the pupil and their outcomes.				

For further information on attendance please go to: Department for Education/ School Attendance.

With all cases please do come and talk to us if you have any concerns or worries about your child's attendance levels. The school and locality are committed to supporting pupils and families with attendance. Talking together will make a positive contribution to outcomes.

We will be reviewing every child's punctuality and attendance at least once a half term and sending letters to parents if we have a concern so that we can plan together how best to improve the situation. Any parent who would like a print out of their child's attendance to date, is welcome to contact the School Office.

There is a revised form to be completed by parents should they find in necessary to request special leave of absence to take their children out of school in term time.

Our policy and the attendance table, as well as the special leave of absence form will be put onto our website.

Yours sincerely,

Mrs. L Corrall
Headteacher

Mrs. H Darrell
Headteacher