

Attendance

Newsletter

IS002

Spring 2018

At William Torbitt we believe that good attendance is central to a pupil attaining well and making the best possible progress. As you are aware, our school target for attendance is 96.5%, and we are working in many different ways to achieve this target. As a school, we want to ensure that we support parents to improve the attendance of their children.

Here's how you can help us meet our attendance target:

- Bringing your child to school every day and on time
- Impressing upon your child the importance of attending school regularly
- Arranging medical/dental appointments out of school hours
- Ensuring that holidays or parts of a holiday are not taken during term time
- Ringing the school on your child's first day of absence before 9:00am
- Sending in a written note explaining your child's absence on their return to school
- Keeping the school informed by phone during prolonged absence due to illness, when requested
- Working in partnership with the school to resolve issues which may lead to poor attendance

We see attendance as a whole-school issue. There are many members of staff across the school who take responsibility for your child's attendance and can help you and your child with any issues you may have:

- You can speak to your child's **Class Teacher**, discussing any issues that are affecting your child's attendance. If you can't speak to a teacher, appointments can also be arranged through the office.
- **Miss Brandao** is our member of administrative staff responsible for attendance. She can discuss any issues with you, and direct you to the appropriate member of staff.
- **Mrs Musa** is our member of administrative staff responsible for the welfare of children. Please talk to her if your child has any ongoing medical issues affecting their attendance.
- **Mrs Chapman** is our Inclusion Assistant. She can support you with any parental concerns, behavioural concerns and link you and your child to outside agencies.
- **Mrs Blaize**, our deputy head, oversees inclusion and attendance across the school
- **Sue Bendon** is the Education Welfare Officer for Redbridge. Please talk to Miss Brandao for information of how she can be contacted.

The senior leaders have regular meetings to discuss the progress of all children across the school. As part of these meetings, children whose poor attendance is affecting their progress are also discussed. Letters will be sent out to parents of children who are making slow progress and have attendance of less than 94%, in order to keep them informed.

Please take note of our guidance for infection control below. This sets out how soon your child can return to school after certain ailments and illnesses to ensure the safety of all our pupils:

- ⇒ **Sickness and Diarrhoea** — 48 hours from last symptom
- ⇒ **Chicken Pox** — Child can return when spots are crusted over (normally around 5 days)
- ⇒ **Head Lice** — No time needed off
- ⇒ **Conjunctivitis** — Consult your GP

Half Termly Attendance Letters

Remember to look out for the attendance letters which will be sent out to parents each half term.

What is each letter telling you?

Red — Your child's attendance is currently below 94%, which is well below the national average and government expectations

Amber — Your child's attendance is currently between 94-96%, which is below our school target of 96.5%

Green — Your child's attendance is currently within 97-100%, which is a great achievement.

Celebrated in assemblies

Pupils receive certificates and stickers

Good progress because no lessons missed

Pupils with 100% attendance mentioned in newsletters and assemblies

Pupils make slow progress as missed lessons create gaps in their learning

Pupils may miss out on the forming friendships

Parent called into school for meetings regarding their child's poor attendance

Possible involvement of the local Educational Welfare Officer

Attendance in numbers over one school year

98% attendance = less than 4 days absent from school

95% attendance = less than 10 days absent from school

90% attendance = less than 4 weeks absent from school

85% attendance = 5 ½ weeks absent from school

80% attendance = 7 ½ weeks absent from school

Look out for the blue stickers!

If your child is in school all week they will receive a sticker on Friday afternoon.