

6th Septmeber 2023

Dear Parent Carer

We are asking for your support in improving whole school attendance and punctuality this Academic Year and onwards.

The impact upon all children's education through lost learning is huge. At a time when so much education has been disrupted in the previous years due to COVID, it is vital that we make every school minute count.

I urge you to ensure that your child is in school and on time every day they are expected to prevent anyone falling behind with their learning.

The Government's Department for Education track school attendance figures. It is considered that attendance of 90% or below is **persistent absence** which will be closely monitored by school staff. Failing to improve on this 90% can lead to prosecution, which school want to help families avoid.

Newbridge School have a whole school attendance target which is 95% and we need your help and support in achieving this.

There are things you can do to improve your child's attendance and avoid falling into the persistent absence category:

- If your child is unwell and you are unsure whether to send them to school, contact the office to seek advice on 01905 763580
- Avoid taking any holidays during term time
- Avoid making medical/dental appointments during school hours
- Keep up to date with what % attendance your child has so that you know if they are at risk of persistent absence
- Speak to school staff with any concerns
- Talk to your child about the importance of them being in school and let them know how important you feel it is

As a school we will support you and your child through:

- Monitoring absences in accordance with our attendance policy
- Support you and your child in increasing their attendance through conversations, meetings and home visits where appropriate if their attendance falls below 90%

- Rewarding those students whose attendance is above 90%

Our attendance rewards initiative includes:

- Weekly attendance certificates
- Half termly attendance reviews (if your child has achieved 90% attendance or above then a £5 voucher of their choice will be issued)
- Attendance reward trips

The table below provides an example of the impact of lost learning through pupil absence:

Attendance % over a school year	Equal to number of days absent	Converted to approximate weeks of absence	Approximate number of lessons missed	School Concern Level
95%	9.5	2	47.5	Pupil can catch up and still succeed
90%	19	4	95	Poor attendance - we are concerned
80%	38	8	190	Very poor attendance – we are very concerned
70%	57	12	285	Serious concerns

A child who has an absence % of 80% has missed 38 days of school and has missed 190 lessons.

Punctuality is also highly important. Students who arrive late to school are not only losing learning but also disrupting the learning of others as they arrive late for lessons. Students do not like being late into school and we witness how upsetting it can be for them. We want to prevent this.

The table below provides an example of the impact of lost learning through pupil lateness.

Number of minutes late <i>per day</i> over a school year	Approximate equivalent number of days lost learning
5	3
10	6.5
15	10
20	13

We want to help families get their child to school on time. Here are some things you can try:

- Have everything you/your child needs for school prepared the night before
- Ensure that your child goes to bed reasonably so they are not too tired to get up in the morning

- Ensure your child has a good night's sleep by minimising their use of devices at bed time.
- Have a consistent bedtime routine for your child
- Set an alarm to allow plenty of time for your morning routine in getting to school on time

How the school monitors attendance and how we register students can be found in our attendance policy on our website or a copy can be requested from the school office.

Thank you for your support. I hope together we can make improvements to your child's and our whole school attendance and punctuality.

Should you have any questions, please do not hesitate to contact the school office on 01905 763580.

Yours sincerely



Ian Enwright
Executive Head Teacher