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*Compassion, Joy, Perseverance, Respect*

21st January 2022

Dear Parents/Carers,

### **ATTENDANCE, REGISTRATION AND ABSENTEEISM**

As you may be aware, the government and the Local Authority take a very firm line on attendance and punctuality. Each morning, the time available for the register is very limited and if children drift in during this crucial period the whole class can be unnecessarily disrupted and your child begins the day less prepared.

As a school we are expected to achieve an average attendance by our pupils of 95%. Children who miss their class registration are reported as late and drive down the school's attendance figures, which can and **has** triggered a meeting with the Local Council Attendance Officer.

If your child is **10 minutes late each day** they will miss an average of:

- 50 minutes per week
- 6 hours per term
- 40 hours per year
- 8 days per year

In an effort to streamline getting all children into class in time for registration and ready for learning we are going to implement the following changes effective from this Monday 24<sup>th</sup> January:

#### **Keystage 1:**

- Only KS1 parents and children will go onto the playground in the morning where they will be met as usual by their class teachers or teaching assistants. **Bannerman** children will head straight into class. **Devas** will line up as normal.
- Parents, we kindly ask that you not stand near the class line, but do leave the play area timeously to avoid being locked in after 8.50am.
- The wooden gate which leads to the playground will be closed and locked promptly at 8.50am, after which children will need to be signed in at the school office.
- Please do not speak with teachers about any issues or concerns at this time in the morning, but rather email or phone the office to arrange a more appropriate time.
- Pick up in the afternoon remains the same.

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## Keystage 2

- All KS2 children (**Borton** and **Porteous** class) will enter the school building via the main office.
- The passage security doors will be closed promptly at 8.45am, after which children will need to be signed in at the school office.
- Please do not speak with teachers about any issues or concerns at this time in the morning, but rather email or phone the office to arrange a more appropriate time.
- Pick up in the afternoon remains the same.

If your child is going to be absent, please phone the office by no later than 9.00am, and leave a message (option 1) explaining the reason for the absence.

Kind Regards,

Mrs Makey  
Headteacher