

North Stainley C of E Primary School

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Headteacher – Mrs Louise Wallen

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*We are our School, we have our roots and foundation in love,
Our School is us; we will grow, blossom and flourish.*

Date: 31/10/22

Dear Parents and Carers

I wish to draw your attention to an overview of our attendance procedures Here at North Stainley CE School.

Children are expected to arrive at school by 8.50am on a school day. The register will be taken any time between 8.50 and 9.00am. If a child arrives in school after 8.50am parents will be asked to sign the 'Sign in' book in the entrance hall, children will then be sent to the office if required by their class teacher, to be added to the fire register and to record lunch options.

When a child is absent from school for whatever reason, it is a parent's responsibility to notify school of the reason for this absence (either via email, telephone or on the school website).

If a child is not reported absent and no telephone contact can be made with the parent or guardian by the school; a member of staff will visit the home of the child immediately to establish the reason for absence. If no contact and no reason can be established at this point safeguarding concerns will be raised with the authorities.

Maintaining and monitoring attendance records in school is not only statutory but also a duty of care and of safeguarding for the children in our school. The national average for attendance in school of any child 95%, a child falling below 90% in our school will fall into the 'concern' category and parents will be informed by letter regardless of the reason for low attendance.

If low attendance persists following this letter; then the School and Local authority procedures will be implemented.

Irregular school attendance may have a serious impact on your child's academic progress if it is allowed to continue. You as parent are legally responsible to ensure that regular and punctual attendance is maintained.

Yours Sincerley

Louise Wallen (Head teacher)

"Your support for your child's education is crucial to their progress. Please tell us if there are any adjustments we need to make to help you support your child, for example: letters in large font; letters in different languages; wheelchair access; explaining things over the phone; a discussion with a school colleague of the same gender."

