



POTTEN END C of E PRIMARY SCHOOL

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Head Teacher
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Dear Parents

REDUCING PUPIL ABSENCE

As you will be aware through your Parent Forum representatives, reducing pupil absence is a priority for us as a school. We launched our attendance HEROs (Here Everyday, Ready On time) in collective worship last week. Sadly, over 50% of pupils in the school took unauthorised absence during the last academic year which is very concerning.

It is important that the attendance of our pupils remains high, so that we can continue our excellent, stable learning environment. You will appreciate the teacher's time, effort and extensive planning that goes into lessons. Unfortunately, we have dropped below our 98% attendance target. A number of children are now below 90%. For your information, schools have to report those whose absence drops below 90% to the Educational Welfare Officer. We appreciate that family life is a constant juggle, however we ask that you do not take your child out of school during term time.

We are launching a new incentive for the children this term. Children will be given 'HERO' (Here Everyday, Ready On time) certificates for super attendance. Whilst we strive for 100% attendance, we are also realistic in knowing that children will suffer from bugs and colds which will mean that this target will not be attainable for every pupil. HERO certificates will be awarded to children who have significantly increased their attendance percentage or maintained 98% attendance in a term.

HERO certificates are also to support children who are persistently late to school. Again, we fully appreciate that some mornings there are unforeseen factors which may result in a delay in getting children to school on time. However, we do need to ensure children are in school between 8.45am and 8.55am. After 8.55am they will be recorded as 'late'. It is really important that if your child is going to be absent from school for any reason, that you inform the office staff (preferably by email) at your earliest opportunity. If we do not hear from you by 9.30am, we will contact you if your child has not registered at school.

We thank you for your continuing support.

Yours sincerely

Gilly Brown
Deputy Head Teacher