



#SAF Attendance News

'Belonging, Being, Becoming'

Value of the month: HONESTY

Monday 6th February 2023



Our whole school target for attendance is:

96%

This week our weekly attendance was: **96.12%**

318 children were here every day! 😊

318 children had National Average Attendance (96.4%) and above 😊



This Week our Individual Class Attendance was:

Nursery PM	81.67
Mrs Lendrum	91.25
Miss Perkins	91.32
Miss Hall	92.92
Miss Lancett	94.09
Nursery AM	95.45
Mrs Casswell	97.27
Miss Brown	97.45
Miss Hullin	97.69
Nursery All Day	97.78
Mr Johnson	97.78
Mr Pilgrim	97.78
Miss Jones	97.78
Mr Broderick	98.00
Mrs Lane	98.18
Miss Harris	98.33
Mrs Dornan Steer	99.55

100%

attendance winner:

Jacob Deeley

Schoolopoly

winners this week are:

Mrs Casswell Mr Pilgrim
Miss Brown Miss Jones
Miss Hullin Mr Broderick
Nursery All Day Mrs Lane
Mr Johnson





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A Parent's Guide to Attendance

This guide has been composed to share Sir Alexander Fleming Primary School's attendance expectations with our parents. It will explain what we classify as an authorised or unauthorised absence and explain our monitoring processes. All schools are required by law to keep attendance registers for morning and afternoon sessions.

Absences must either be marked as **Authorised** or **Unauthorised**.

Only the school can approve the reason for the absence.

At Sir Alexander Fleming Primary School our aim is for all our children to have attendance above **96%**

What is an **authorised** absence?

- **If your child is ill and you have contacted the school**
- **If your child is attending a medical appointment and school have seen evidence**
- **Religious observance**

What is an **unauthorised** absence?

- **Your child not attending school due to birthday celebrations or other family events**
- **Your child visiting family or friends or shopping**
- **Your child taking a full day off school for medical/dental appointments**
- **Your child arriving to school after 9.15am**
- **Your child being absent with an ailment that school would expect them to attend with.**
- **Your child taking a holiday during term time that has not been authorised by the headteacher**
- **Your child missing school due to a medical/dental appointment for a parent/sibling**

Punctuality

It is a parent's responsibility to ensure their children arrive at school on time.

School has a clear procedure for the '**start of the school day**'. The doors open at **8.30am**. We expect children to be waiting ready to enter their class at 8.30am. The class doors close at **8.45am**

Children arriving after **8.45am** have to enter school from school reception.

Lateness

Children who are not in the classroom at 8.45am, ready to start the school day are late. They will be recorded as late on the class register.

Children who arrive after **9.15am** will receive an **unauthorised absence mark** for the morning session as the morning registers have closed.

All students arriving late must enter school via the school reception where parents must sign their child into school with an explanation of why they are late.



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Late arrival at school may result in:

- Your child feeling stressed or anxious
- Your child learning less and achieving poorer outcomes
- Your child disrupting the learning of others
- Parents receiving a fine if children arrive after 9.15am on a regular basis

Illness

If your child is too unwell to attend, school **must** be notified by 9.15am

Parents **must** report all absences to the school office via email **A2134@telford.gov.uk** or by leaving a voice message on **01952 327820**. We ask that parents **do not** give absence messages to teacher or school staff.

Where an illness lasts longer than one day, we ask parents to inform us daily of their child's absence.

If school recognises a pattern of absence, we will contact parents to see if any support is needed and in some cases we will ask for medical evidence that the child has been seen by a GP.

Medical/Dental appointments

We ask that wherever possible all appointments are made outside of the school day. Where this is not possible children should only be absent from school for their appointment and not all day.

For morning appointments we request that your child attends school in the morning to receive their registration mark at 8.30am and then leaves for their appointment.

For afternoon appointments during school hours we ask that your child receives their registration mark at 1.00pm and then leaves for their appointment.

Appointments will only be **authorised where evidence of the appointment** has been seen at the school office.
Without them it will be recorded as unauthorised.

Leave of absence

Leave of absence in term time can only be authorised by the Head Teacher in exceptional circumstances.

All requests will only be considered if parents have completed a Leave in Absence form. This is obtained from the school office. The Head Teacher who will consider each request on an individual basis.



Attendance Traffic Light Scheme



Below 90%

All pupils who are in the **"Red Zone"** have an attendance level below 90%. Pupils who fall within this zone are known as being **"Persistently Absent"** from school and significantly less likely to achieve their potential.

They will be closely monitored by school and Telford and Wrekin Council

Between 91% - 95%

Warning Signs (may be a cause for concern)

All Pupils who are in the **"Amber Zone"** have an attendance level which is a cause for concern and they are at risk of under achieving at school

Between 96% - 100%

GOOD ATTENDANCE

All pupils in the **"Green Zone"** are recognised as having excellent attendance. Pupils in this zone are more likely to do well at school and reach their true potential

What school will do to support you and your child with school attendance

School will

- make contact with you by phone or visit your home if no reason has been given for your child's absence
- undertake a home visit on 3rd consecutive day of absence or if there are concerns about a pattern of absence.
- call for updates if your child has been called in unwell.
- review whole school attendance each Friday. Any children identified as a concern are brought to head teachers attention.
- make contact with you if your child's attendance continues to be a concern. This may be by phone, letter, home visit or an attendance meeting in school.
- work with you put a support plan in place to improve your child's attendance.

Attendance Incentives

School encourage good attendance and punctuality by rewarding pupil's and classes with:

- Schoolopoly— each class with weekly attendance of 95% and above get the chance to roll the die to win a prize
- Weekly 100% Attendance Raffle
- Early Bird Week incentive twice a year
- Termly attendance recognitions for 100% 99% 98% 97% along with best class awards for KS1 & KS2
- Attendance Hero's—A focused program rewarding pupils with improved attendance and punctuality



#SAF Upcoming Events

'Belonging, Being, Becoming'



Here is the list of things happening during the Spring Term. We have made some slight changes so please look closely.

SPRING TERM

Monday 2nd January	Bank Holiday
Tuesday 3rd January	PD Day
Wednesday 4th January	School resumes @ 8.30am
Sunday 22nd January	Chinese New Year
Friday 3rd February	Year 2 Class Assembly – Year 2 parents invited
Friday 3rd February	Number Day 2023
Monday 6th February	Children's Mental Health Week
Tuesday 14th February	Internet Safety Day
Tuesday 14th February	Friends of School: Valentine's Disco
Friday 17th February	School breaks up for HALF TERM @ 3pm
Monday 27th February	Children return for Spring term 2
Friday 10th March	Wear own clothes day in exchange for an Easter Egg
Friday 10th March	Reception Class Assembly – Year R parents invited to attend
Monday 13th March	Easter Bonnets can begin to come into school for the parade on the last day Easter egg raffle tickets are on sale.
Monday 13th March	Art Week in school—please send in a top for children to get messy!
10th – 19th March	British Science Week – Parent Science afternoons TBC
Friday 17th March	Comic Relief – noses will be on sale from the week before
Friday 17th March	Mother's Day breakfast in hall 8.30 – 9.30am
WC: 20th April	Pupil Progress Consultations – 8.30am – 4.00pm (other times are available on request) Monday: Year 1, Tuesday: Year 6, Wednesday: Year 4, Thursday: Year 3 and Year 5, Friday: Year 2 and YR and N—may change
Friday 31st March	Easter egg raffle draw / Easter bonnet parade
Friday 31st March	End of term @ 1pm