



St. Michael's C.E. Primary School

School Road, Sunninghill, Ascot, Berkshire SL5 7AD
Tel 01344 622962 Fax 01344 873763

Monday 11th September 2023

Dear parents/carers,

Last term I sent a number of communications home regarding attendance. As a school we are always looking to ensure attendance of our pupils is at a good level. OFSTED, RBWM and the DFE are putting increasing pressure on schools to monitor and improve attendance. Please see the DFE (Department for Education) implemented September 2023:

[Working together to improve school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Our Whole school attendance for Autumn term was 92.76%, increased to 94.3% in Spring and 94.11% in the Summer term. It was wonderful to see the whole school percentage improve.

This year we have updated our procedures for reporting and rewarding attendance. At the end of Autumn term and Spring term you will receive a letter:

- If your child/children's attendance falls below 85% indicating this is automatically flagged up with our Educational Welfare Officer.
- If your child/children's attendance falls between 85% - 95% we will be looking for attendance to improve aiming for 95% and above.
- If your child/children's attendance is 95% or above your child will receive a certificate to celebrate excellent attendance.

Absences

Holidays during term time are not authorised and any holiday taken during term time will be recorded as an unauthorised absence. Any child absent from school due to a holiday will miss out on important learning and will fall behind with their school work. There are only 190 statutory school days leaving plenty of time for holidays to be outside term time.

Please support us by making doctor, dentist and medical appointments outside of school hours when possible and ensure your child arrives at school on time.

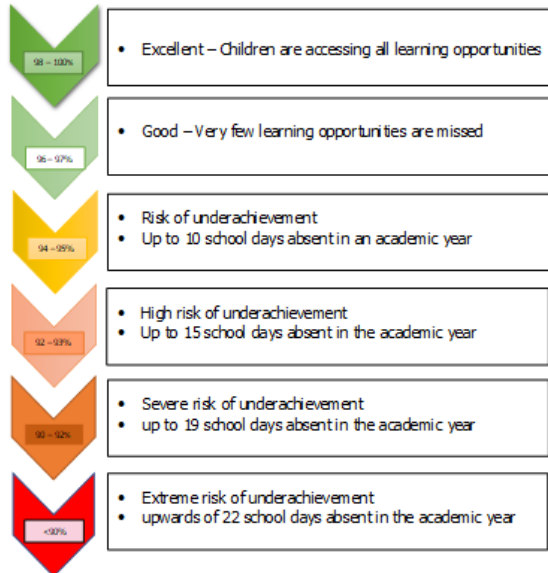
If your child is genuinely unwell and unable to attend school, please telephone the school pupil absence line and leave a message. We must have a reason for every time a child is absent from school so it can be entered onto the daily register.

Our EWO (Educational Welfare Officer) will be visiting St Michael's on a regular basis to monitor our attendance figures and will be looking closely at children falling below a certain percentage. Schools will have legal responsibilities to proactively improve attendance and have had to appoint an Attendance lead, Attendance officer and governor in charge of monitoring attendance.

I have included a flowchart and a table outlining the number of days missed and the impact of how many lessons and time out of the classroom, that ultimately impacts opportunities for

learning and socialisation. Children have already lost so much time in school due to COVID, we can see the impact academically and socially within our children.

Clarity of Sequence



Days Absent	Missed Time	Number of Missed Lessons	Attendance
1	1 day	6	99.5%
2	2 days	12	99%
3	3 days	18	98.5%
4	4 days	24	98%
5	1 week	30	97.5%
10	2 weeks	60	95%
15	3 weeks	90	92.5%
20	4 weeks	120	89.7%
25	5 weeks	150	87.5%
30	6 weeks	180	85%
35	7 weeks	210	82.5%
40	8 weeks	240	80%

Punctuality

Arriving at school on time and ready to learn is the best start to the day for our children. The gates open at 8:35 in the morning. Even being 5 minutes late per day can add up to 3.4 school days missed.

Minutes Late Per Day	How Many School Days/Weeks Missed In 1 Year
5 minutes late	3.4 school days missed a year
10 minutes late	1.4 school weeks missed a year
15 minutes late	2.6 school weeks missed a year
20 minutes late	2.8 school weeks missed a year
30 minutes late	4 school weeks missed a year

Thank you for taking the time to read this letter. Do get in touch if you would like support or advice. Please work with us to ensure children are in school, if you need support from us or pointing in the direction of agencies, please do get in touch.

As a school community we want the best for all our children and in order for this to happen we need them in school, learning and building confidence together.

Kind regards,

Mr Thompson
Headteacher