



Robins Lane Primary School

Learning Together, Happy Together

May 2017

Attendance Newsletter

Dear Parents

Welcome to the first edition of our Attendance Newsletter. Here you will find all the information you need to know about our policies and procedures and how we can work together to make sure all of our Robins have the best attendance possible!

If you wish to discuss any attendance matters, please call the school office or make an appointment to meet with me.

Mrs Kilshaw
Acting Headteacher

Wakey, Wakey, Rise and Shine
School starts at twenty-to-nine



Arriving Late

School doors open at 8.40am and close at 8.45am. If your child arrives after 8.45am, you must bring them to the main office and sign them in the late book, stating a reason for their lateness. If your child arrives after the close of registration at 9.15am, they will lose their morning mark and have an unauthorised absence.

Introducing...

Our Education Welfare Officer Mrs Debbie Mousdell

Robins Lane is supported by the Education Welfare Service (EWS) in regard to all school attendance matters. We have an allocated Education Welfare Officer, Mrs Mousdell.

Mrs Mousdell will be supporting our school with improving attendance and reducing the number of children arriving late to school. Mrs Mousdell will be working at Robins Lane each Thursday morning. If you have any attendance questions or queries, please come along to see her or telephone school on this day.



Did you know...?

We expect children to have at least 96% attendance. This equates to missing only 6 days (or 12 sessions) of school during the entire year!

Reporting A Child's Absence

If your child is too unwell to attend school, please telephone 01744 678503 (option 1) as early as possible, before 9.00am please.



Please make sure you state the reason for your child's absence. If we don't hear from you, a member of the school office team will try to contact you or you may receive a home visit from Mrs Mousdell.

If your child's attendance is below 96% and they cannot come to school due to illness or a medical appointment, we will need to see evidence of this to authorise the absence.

Holidays In Term Time

The Government advises schools that holidays in term time should always be unauthorised unless there are exceptional circumstances. You must **always** complete a 'leave of absence' form before taking your child out school. This is for safeguarding reasons – we need to know where children are and why they are not attending school.

Fixed Penalty Notices

If your child has unauthorised absences, you may be at risk from being issued with a fixed penalty notice. This is a fine but could also lead to prosecution in court.

Attendance Incentives

Here you will find all of our current attendance incentives! Keep your eyes peeled on future newsletters for even more exciting initiatives.

Gold, Silver and Bronze Attendance Groups

We have a brand new incentive this term... In July (and the end of each term from now on), children will be placed in three different attendance groups.

Gold Group	Children with 96% attendance & higher
Silver Group	Children with 90% - 95.9% attendance
Bronze Group	Children with below 90% attendance



Children will receive gold, silver and bronze certificates each term and those who are in **GOLD GROUP** will each receive a gold medal and treat!

BIG NEWS !!

All children who have 100% attendance at the end of each term will be entered in to a special prize draw. The first prize draw will take place in July for all children who have achieved 100% in the Summer Term. The prize for the first draw will be a **brand new bike!**

Good luck, children!

BIG PRIZE !!

Our Current Class Attendance

Rec	94.5%	Y3	94.2%
Y1P	97.6%	Y4	96.7%
Y1S	94.8%	Y5	94.5%
Y2	94.8%	Y6	95.3%

Our current whole school attendance is:

95.3%

Attendance League

We are really excited to tell you about our brand new **attendance league**.

From the start of this term, classes have been awarded points based on the best attendance and punctuality each week. These points are updated every week and at the end of term the class who wins the attendance league will receive a very special award / treat. In the Autumn and Spring Term, Year 1P was the class with the best attendance and punctuality and they will be rewarded with a visit from the ice cream man! We'll be keeping children informed of the attendance league in assembly each week.



SAM The Monkey

([School Attendance Matters](#)) and [PIPI Winners](#) ([Punctuality Is Particularly Important](#))

Don't forget... classes can still win the weekly attendance prize for the best attendance and punctuality.



COMPETITION TIME!!!

As we have already mentioned, we currently have our weekly attendance and punctuality incentives where classes win our mascots, Sam and Pipi. We are launching a competition for children to design us brand new mascots – an attendance mascot and a punctuality mascot. All entries must be in school by the morning of Friday 26th May. **Good luck everyone...**