

If your child is absent from school because they are unwell, *please telephone the school before 9 am* so we can mark the registers accordingly. If your child has an appointment please also let the teacher or Office staff know in advance.

Any absences that are unaccounted for will be marked as unauthorised and could affect your child's attendance level.

Attendance Information for Parents – March 2019

Please help us achieve the best for your child!

You will not be surprised to hear that your child's chances of making good progress and achieving well are absolutely linked to their attendance at school.

Many parents believe that attendance of 90% is good, surely getting 90% in anything is high? In a test maybe, but if you look at 90% attendance spread over 10 years – that's 1 year of schooling missed up until the age of 16.

Do you know your child's attendance?

You can call the School Office or pop into the Main Reception at any time to get this information as it can easily be printed off from your child's computer record. You can also find your child's most recent attendance published in their last school report. It is often a surprise to parents to find their child's attendance is below 90%.

Attendance & Lateness

There is still a problem with children arriving at school late. This makes it very hard to organise school hot dinners and ensure the correct number of lunches are ordered. Can I remind all parents that school starts with registration in class at 9.00 am. The school gates are open at

8.40 am and the class doors are open at 8.50 am so that children can to come into school to put their coats and bags away. If a child arrives after 9.00am then the parent must sign them in with the School Office to register them in both the Pupil Signing In/Out Book and to book in a hot dinner if needed. (The school staff have to calculate the school dinners and ring the order in before 9.30 am).

In addition to this can parents remember to collect their children promptly afterschool at 3.20pm and at the end of clubs.

All clubs finish at 4.15 pm except Stringissimo Orchestra which finishes at 4.30 pm.

KS1 & KS2 SATs

Good attendance is crucial at any time of year and we only permit absence of leave during term time in exceptional circumstances. During the build up to SATs and during SATs Week it is particularly important that your child is in school. The information from these tests is used to inform the teaching and learning of your child.

The 2019 Key Stage 2 statutory tests will take place from Monday 13th May to Thursday 16th May.

Even if your child is feeling unwell we would advise them to come in for the morning test and then go home in the afternoon. There will be a SATs Breakfast for Maple Class pupils from Mon-Thurs during SATs week (see separate letter).

[Wiltshire County Council letter regarding Unauthorised Absence](#)