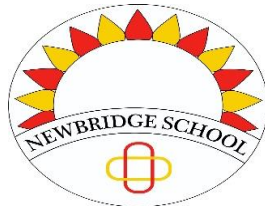


ATTENDANCE MATTERS



There are 365 days in a year and your child is expected to be in school for 190 of these days, leaving 175 days off of school.

Leave of absence

If you take your child out of school during term time, **you must** request a formal leave of absence; this is a form that can be obtained from the school reception. Any unauthorised leave of absence could result in a fixed penalty notice being issued. Head teachers have been advised that they cannot authorise any leave of absence in term time unless it is extenuating circumstances.

Celebrating another year of above national average attendance at Newbridge.

We would like to take this opportunity to thank you all for ensuring that your children attend school regularly and punctually.

Our current whole school attendance is 96.5% which is slightly above national average. Children have worked really hard in school this year to continue to have good attendance with many of them earning a rosette amongst other rewards.

Rewards



100% Attendance for each term = Rosette

Class 100% Attendance = Extra play and class attendance trophy awarded each week

100% per child per week = Golden ticket raffle- drawn half termly for a £20.00 voucher to spend at local stores

100% Attendance for whole school career = Rosette and name on the Newbridge cup

100% class attendance each week = Non uniform Friday

Good attendance also contributes to Top 60 points

Year 4 currently have the highest attendance throughout the school with an attendance of 96.5%

Safeguarding

To ensure the safety of your child, it is important that school knows where your child is if they are not in school. Please make sure that you report your child absent by contacting the school office early on the **first day of absence**.

It is extremely important that we have **at least two contacts** in case of an emergency. Please make sure you have returned contact forms to the office and keep us updated of any changes. We have had incidents this year where children have been unwell or not collected on time at the end of the day and we have been unable to contact parents.

If we do not have an explanation as to why your child is absent and no contact has been made for more than 3 days, a home visit will be made by the Attendance Officer and Family safeguarding lead in order to obtain your child's whereabouts. If we are still unable to obtain the location of your child, then we will have no alternative but to contact the local authority to report your child missing from education; it may also be necessary to make a referral to social care.



Good school attendance is strongly linked to attainment. Everyday at school provides your child with the building blocks that form their education. When days of school are missed, gaps begin to develop in their learning and children begin to fall behind.

Teach your child to be **resilient**.

Some children may not want to come to school because of friendship issues or because they do not like a particular lesson. Help your child to be resilient by talking to them about why it is important to attend school and talk to school staff if you have any concerns.

Recognise genuine illness - coughs, headlice and headaches are not a reason to keep your child off of school.

Top tips that could help to prevent absence

- Talk to your child about how important it is to attend school
- Inspire them to think about what they would like to be when they grow up and how school can help with that
- Ask regularly about how school is going
- If you're unsure if your child is too ill for school, use the guidance on illness on the NHS Healthier Together website -
- www.what0-18.nhs.uk

Any unauthorised leave of absence could result in a fixed penalty notice being issued.

For more information, you can find our Attendance policy at:

<http://newbridgeschool.co.uk/uploads/Attendance%20policy%202016.pdf>

Attendance for each year group to date so far is as follows

Year Group Attendance	%
Year 3	96.4%
Year 4	96.7%
Year 5	96.5%
Year 6	96.4%

SUPPORT FOR YOU

At Newbridge, we care about our children and parents. If you are finding things difficult or would just like some extra support, please come and talk to a member of staff.

We have a pastoral team at Newbridge which consists of:

Mr B Mills Assistant Headteacher and Behaviour Manager

Mr J Jones Special Educational Needs Co-ordinator

Mr O Greenaway Safeguarding Lead

Miss K Arnett Attendance Officer

Staff are available for you to discuss any concerns, complete Early Help Assessments, refer you to the school nursing service or to sign post you to additional help and support. There are many organisations available in our local community covering most areas from debt advice to managing children's behaviour.

Attendance and the law

Parent's responsibility.

The 1996 Education Act clearly states "If any child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, the parent/carer of the child shall be guilty of an offence". The Anti-Social Behaviour Act 2003 also introduced the use of penalty notices as an additional sanction to address the problem of poor school attendance. Failure to ensure your child's regular attendance at school may result in prosecution in the courts or a fixed penalty notice being issued.

Unfortunately, during this academic year, around 80 parents were referred to the local authority and a high proportion were issued with a fixed penalty notice.

The law clearly states that your child must attend school regularly.

MEDICAL EVIDENCE

If you have been asked to provide medical evidence to support your child's absence, please ensure this is given to the school office as soon as your child returns to school in order to avoid unauthorised absences. Continued unauthorised absences could result in a fixed penalty notice being issued for irregular attendance.

Please also ensure that you provide the office with your appointment letter when taking your child out of school for a medical appointment.

Medical evidence includes appointment cards, letters and prescriptions.

MISS SCHOOL MISS OUT

You can find out more about school attendance at www.portsmouth.gov.uk/attendance and by joining the conversation on Facebook and Twitter using #MissSchoolMissOut

Celebrations

Birthdays



We have noticed that children are having time off school on their birthday, which is not a reason to be absent from school! If your child is absent on their birthday we will expect to see medical evidence. If this is not provided, the absence will be recorded as unauthorised.

If your child's birthday falls on a school day, as a special recognition they may come to school in **non-uniform** for that day. We are able to check these details so please ensure this only happens on their actual birthday.