



Dear Parent/Carer,

I ask for your support in improving whole school attendance and punctuality at Brabin's School. It is essential that we return to our previous, positive attendance rates.

The impact upon children's education through lost learning is huge. At a time when so much education has been disrupted, it is vital that we make every school minute count. I politely urge you to ensure that your child attends school on time every day as this will prevent them falling behind with their learning.

Government departments track school attendance figures. It is considered that attendance of 90% or, below is **persistent absence** and, as a consequence, this matter will be closely monitored by school staff. Failing to improve on 90% could potentially lead to prosecution; the school wants to help families avoid such penalties at all costs.

Brabin's Primary School has a whole school attendance target of 96%.

Please consider the advice, stated below, that can be acted upon to improve your child's attendance and avoid falling into the persistent absence category:

- If your child is unwell and you are unsure whether to send them to school, contact the office (**01995 61596**) to seek advice.
- **Avoid taking any holidays during term times**
- Know your child's % attendance as this will increase awareness as to whether your child is at risk of persistent absence (office staff will provide this information)
- Speak to school staff regarding any concerns.
- Talk to your child about the importance of attending school and let them know how important **you** feel it is.

The table below provides an example of the impact of lost learning through pupil absence:

attendance % over a school year	Equal to number of days absent	Converted to approximate weeks of absence	Approximate number of lessons missed	School Concern Level
95%	9.5	2	47.5	Pupil can catch up and still succeed
90%	19	4	95	Poor attendance -we are concerned
80%	38	8	190	Very poor attendance – we are very concerned
70%	57	12	285	Serious concerns

Punctuality is also highly important. Pupils who arrive late to school are not only losing learning time but they are also disrupting the learning of others. Pupils do not like being late into school and we witness how upsetting it can be for them. We want to prevent this!

The table below provides an example of the impact of lost learning through pupil lateness.

Number of minutes late <i>per day</i> over a school year	Approximate equivalent number of days lost learning
5	3
10	6.5
15	10
20	13

We want to help our families get their child into school on time, therefore, please consider the following:

- Prepare for school the night before
- Ensure that your child goes to bed early as this will prevent them being too tired the following morning
- Ensure that your child has a good night's sleep by minimising their use of devices at bedtime.
- Have a consistent bedtime routine for your child
- Set an alarm to allow plenty of time for your morning routine
- If helpful, please bring your child to breakfast club

Thank you for your support. I hope we can improve attendance and punctuality immediately.

Please do not hesitate to contact me should you wish to discuss any matters arising.

Mrs Rachel Wallace

Headteacher