



October 5th 2022

Dear Parents/Carers,

Attendance and Punctuality

With the disruption of the last 2 years behind us, we will be working very hard with families this year on improving individual pupil attendance and punctuality. Historically, whole school attendance was always between 95% and 96%. Our target this year is to return to this level. We can do this by working together.

I thought I would summarise our processes for monitoring attendance:

- We monitor individual pupil attendance for children with less than 95%
- We send out an initial letter informing you of attendance if it is less than 90%
- We send out another letter asking for a meeting if attendance has not improved
- We involve the Education Welfare Officer if attendance still does not improve

Some other important points:

- Persistently poor attendance can lead to prosecution
- Unauthorised absence can result in a fixed penalty notice
- Unauthorised absence includes being **LATE** for school, **after the register closes at 9.05** and being absent from school with no reason given
- Being late for school causes disruption for the teacher and the rest of the class' learning as well as the wellbeing of the child who walks in late
- We may ask for a medical note if a child is often absent with illness

We value good attendance at Rogerstone so that every child can reach their potential. Over the whole of the school year the number of days absent equates to:

100% - no days absent from school
97% - 5 days absent from school (1 week)
95% - 10 days absent from school (2 weeks)
92% - 15 days absent from school (3 weeks)
89% - 20 days absent from school (4 weeks)

Please let us know if you have concerns with your child's attendance or any difficulties getting them into school.

We are here to help.

Kind regards.

A handwritten signature in black ink, appearing to read 'S Rayer'.

Steve Rayer
Headteacher