

September 2023

Dear Parents/Carers

Welcome back!

### **Attendance and Punctuality at Greenbank Primary school**

At Greenbank we feel passionate about giving your children the best education. To achieve this, children need to attend school every day and on time.

We are now working under the direction of Liverpool City Council, who have been identified as an Education Priority City by the Department for Education, to improve our school attendance and will be implementing important changes starting now. We would like to bring this to your attention as we start the new academic year. We have reviewed our whole school attendance policy and procedures.

### **We can only achieve this by working together**

Please take time to read the following information carefully. Our school's new Attendance and Punctuality Policy is on our school website under 'Key Information /Policy' section.

At Greenbank, if your child is of compulsory school age and is registered at our school, it is **a legal requirement that children of compulsory school age must attend school**. In order for your child to achieve their full potential they **MUST** attend school every day and on time. As a school we want all of our children to achieve and we are constantly looking at ways of improving our systems for this to happen.

Last year our whole school attendance was **93%**  
 Government expected levels for all schools is **97%**

**We need to do much better! We would like to help you support you with this in any way we can.** We will be introducing a number of steps to alert parent/carers when your child's absence becomes a cause for concern. The steps will involve a series of three letters which are explained below.

Stage1 (Amber) Letter	Sent to parents whose children have attendance <b>below 97% and are at least 92%-96.99%</b>
Stage 2 (Red) Letter	Sent to parents whose children have attendance below <b>91.99%</b> Parents contacted by Head Teacher/Liverpool City Council Education Welfare Officer (EWO)
Stage 3 (Green) Letter	Sent to parents whose children have made an improvement with their attendance after receiving an amber or red letter.

Attendance percentages can be misleading. For some parents, 90% attendance can seem like an acceptable level of attendance. However, the reality is not true. The table below illustrates the impact of loss of learning/ missed education. For example, 90% attendance means that your child will miss half a day of school each week or 19 days loss of learning.

<b>100% Attendance</b>	<b>0 days lost</b>	<b>Excellent</b>
<b>99% Attendance</b>	<b>2 days of absence</b>	<b>Good</b>
<b>97% Attendance</b>	<b>5 days absence</b>	<b>Good</b>
<b>95% Attendance</b>	<b>9 days absence 1 week and 4 days of learning lost</b>	<b>Satisfactory</b>
<b>90% Attendance</b>	<b>19 days of absence 3 weeks and 4 days of learning lost</b>	<b>Persistent Absence Poor</b>
<b>85% Attendance</b>	<b>28 days of absence 5 weeks and 3 days learning lost</b>	<b>Very Poor</b>
<b>80% Attendance</b>	<b>38 days of absence 7 weeks and 3 days learning lost</b>	<b>Unacceptable</b>
<b>75% Attendance</b>	<b>46 days of Absence 9 weeks and 1 day of learning missed</b>	<b>Unacceptable</b>

### **Incentives**

We will be introducing a range of incentives in school so every child has the chance of receiving an award.

### **Weekly**

We will have awards for the best class attendance. The best class will receive the school trophy for a week and extra playtime. Attendance will be announced to the whole school via the intercom system. Class attendance will be announced on the school's weekly newsletter each Friday.

### **Pupil Voice**

We will be consulting with our school council and our pupil wellbeing ambassadors to decide upon further ways of recognising our children with excellent attendance.

### **Punctuality**

Arriving at school on time and ready to learn is the best start to the day for our children. Having good attendance also means being on time for school. When children arrive late for school it can cause unnecessary upset and they can feel embarrassed as they walk into a classroom that has already started a lesson. They will have missed important lesson input for the subject. Punctuality is an important life skill. This needs to be taught from early on and is very important in life.

<b>MINUTES LATE PER DAY</b>	<b>HOW MANY SCHOOL DAYS/WEEKS MISSED IN 1 YEAR</b>
5 minutes	3.4 school days missed
10 minutes	1.4 weeks missed
15 minutes	2.6 weeks missed
20 minutes	2.8 weeks missed
30 minutes	4 school weeks missed

If your child arrives at school after the gates have closed you will be required to sign a late form on behalf of your child at the school office.

### **Absences**

#### **Holidays during term time**

The Law does not give any entitlement to parents to take their child on holiday during term time. Any child absent from school due to a holiday will be recorded as an unauthorised absence. Any child absent from school will miss out on important learning and will fall behind with their school work. There are only 190 statutory school days - this leaves plenty of time for holidays to be arranged outside term time. Any application for leave in exceptional circumstances must be requested in writing. Parents/Carers will receive a Penalty Notice Fine for taking their child on holiday during term time. The Penalty Notice is £120 per child/per adult which will be paid to Liverpool City Council. If your child is absent from school for more

than 20 consecutive sessions (10 full days), they risk being removed from the school roll and will need to reapply for their place on their return.

### **Appointments during school hours**

Please support us by making doctor, dentist and medical appointments outside of school hours when possible. We will require evidence of any appointments during school hours.

### **Contacting school regarding your child's absence.**

If your child is genuinely unwell and unable to attend school, please telephone/contact school and leave a message by 9.00am. We must have a reason for every time a child is absent from school. If we have not been able to contact you, we may make a home visit, inform our Education Welfare Officer or inform the police or social services. Some of these measures may seem extreme but it is our duty to ensure the safeguarding of every pupil in our school community.

### **Our Attendance Team**

Designated Attendance Lead	Mrs Wrigley
Designated Safeguarding Lead & Assistant Headteacher	Ms Rowlands
Attendance & Welfare Officer	Mrs Garnett
Education Welfare Officer	To be confirmed by the Local Authority
Office Manager	Mrs Moss
Attendance Governor	To be appointed

Thank you so much for your continued support. Please let us know if we can support you in any way especially if you have genuine reasons which make attendance or punctuality a difficulty for you and your family.

Kind Regards

Mrs D Wrigley (Headteacher)

Mrs J Owens (Chair of Governors)

## **Parental Engagement**

Parental Engagement is extremely important to us. We pride ourselves on how hard we work to ensure that we have a close and positive relationship with our parents and carers. We truly are a community school, in every possible way. We strive to invite our children's adults into our school as much as possible, with the ultimate aim being to foster good relationships and ultimately improve our children's chances of academic and emotional success.

### **PTFA – Friday 8<sup>th</sup> September 2023, 9.15am**

Our first PTFA meeting will take place in school. This is a wonderful opportunity to meet new friends and help plan exciting fundraising activities/events for our school. Please come along if you can.

### **Coffee Morning – Thursday 21<sup>st</sup> September 2023, 9.15am**

We are re-introducing our feedback 'Thursday coffee mornings' when you can come into school and share suggestions for how to make our wonderful school even better or tell us how great we're doing.

### **INSET DAYS**

Friday 1<sup>st</sup> September 2023 – school closed for staff training

Monday 25<sup>th</sup> September 2023 – school closed for staff training

### **Meet the teacher**

In September, we have 'meet the teacher' sessions in school. These are where parents are invited into school to meet their child's new teacher and find out about their child's upcoming year:

Years 1, 3 and 5 – Tuesday 19<sup>th</sup> September 2023 – 3.30pm

Years 2, 4 and 6 – Wednesday 20<sup>th</sup> September 2023 – 3.30pm

### **McMillan Coffee Morning - Friday 29<sup>th</sup> September 2023, 9.15am**

This charitable event is open to all families to come along enjoy a coffee and chat whilst also giving to a great cause. All donations of biscuits and cakes will be greatly received.

### **School Photographer – Wednesday 18<sup>th</sup> October 2023**

Children will have individual photographs taken and siblings together. Please ensure your child has their full school uniform on with ties/ jumpers or cardigans. If your child has PE on this day, please bring their PE kit in a separate bag.

### **School Disco (PTFA) - Thursday 19<sup>th</sup> October 2023**

Early Years and Year 1 – 3.00 – 4pm

Years 2, 3 and 4 – 4.15 – 5.15pm

Years 5 and 6 – 5.30 – 6.30pm

### **Parents Evening – Wednesday 25<sup>th</sup> October 2023**

Our parents are invited into school for a parents evening, where they speak 1:1 with their child's class teacher all about the progress that their child is making. Further details will follow regarding appointment times.

### **Class Productions**

Throughout the year, each class has a dedicated date for their class assembly. Parents are invited into watch their child perform. These will begin after October half term – timetable to follow.

Further events coming up in the Autumn term: (more details to follow)

Christmas Fair – Friday 15<sup>th</sup> December 2023