



Ref: 2023Attendance

Attendance

Dear parents and carers,

I hope this letter finds you well. As we settle into the new academic year, I wanted to take a moment to share the updated PVAT attendance policy.

As you already know, every child of compulsory school age is entitled to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Policy

As a school, we have a clear attendance policy which is based on the expectations set out by the Department for Education and Penk Valley Academy Trust. We politely ask that you take a moment to read the attached PVAT attendance policy, so you are clear of our expectations around punctuality and attendance.

We believe that our whole school culture of high attendance is underpinned by clear expectations, procedures, and responsibilities. Therefore, we will continue to work closely with parents to ensure that our attendance policy is understood and followed by all. A summary of the key attendance and punctuality points follows.

Attendance

Regular attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. Research has shown that pupils with the highest attainment have higher rates of attendance over the key stage compared to those with the lowest attainment. Therefore, we thank you for continuing to ensure your child regularly attends school. We understand that there may be unavoidable circumstances that may cause your child to miss school. However, we ask that you make every effort to avoid absences that are not absolutely necessary.

Absence

If the need arises to report an absence, please contact the school office by **8:45am** on the morning of each absence. Absences can be reported via the ClassCharts report an absence function or via telephone 01785 413400. If no reason is provided the absence will be recorded as unauthorised on the attendance register.

We expect parents to make medical and dental appointments for their children before or after school or during the school holidays, whenever possible. If this is not possible, confirmation of the appointment will be required prior to authorising the absence. Children are expected to attend school prior to the appointment and parents are expected to return their children to school following the appointment. Evidence of such absence can be



handed in to the office in person, sent to the office via ClassCharts or emailed to the office@Penkridge-middle.org.

Holidays during term time will be recorded as unauthorised absences (unless exceptional circumstances) and the local council will process a fixed penalty notice for any parent taking a child out of school for a school holiday. All holidays should be taken in the 13 weeks holiday each academic year.

Impact of absence over a year:

- 90% attendance = 19 days off school
- 85% attendance = 29 days off school (a whole half term!)
- 80% attendance = 38 days off school
- 70% attendance = 57 days off school (a whole term!)

Punctuality

At 8:45am school has begun and all children are expected to be in classrooms where registers are taken. Arriving after will result in a late mark being recorded. Should a child arrive after the **register closes at 9:15am** this will be recorded as unauthorised on the register.

We understand, on odd occasions, there are genuine reasons why your child may arrive slightly late for school. If your child arrives late to school, they will be unable to access the playground and will need to sign in via reception with the child's guardian providing reason for lateness.

Where children arrive after 8:45am for school, with no adult or reason, the office will alert you via ClassCharts that they arrived after 8:45am. Given the importance of making every minute in school count, if your child arrives late to school, they will spend their break-time with the Senior Leadership Team. The statistics below highlight the impact of poor punctuality across the course of the school year.

Impact of lateness over a school year:

- 5 minutes late every day = 3 days absent
- 15 minutes late every day = 10 days absent
- 30 minutes late every day = 19 days absent

As always, we are thankful to all families for their continued support of the school and for ensuring your children do not miss out on valuable teaching and learning time. If you have any questions or concerns about attendance, please do not hesitate to contact us.

Yours faithfully,

Mr R Cole

Deputy Headteacher

Part of Penk Valley Academy Trust, a company limited by guarantee, registered in England and Wales, number 11124272

Registered office: Wolgarston High School, Cannock Road, Penkridge, ST19 5RX www.penkvalley.co.uk



To: Headteacher Penkridge Middle School, Marsh Lane, Penkridge, ST19 5BW

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Marsh Lane
Penkridge ST19 5BW www.penkridge-middle.org
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