

Deansfield Primary School

Dairsie Road, Eltham, London, SE9 1XP

Tel: 020 8850 1218

Email: dfcontact@deansfield.compassps.uk

Website: www.deansfield.compassps.uk

Head Teacher:

Clara Daly

Acting Deputy Head:

Karen Baldwin



22nd January 2024

ATTENDANCE

Dear Parent/Guardian

We wanted to write to you at the start of the year to explain clearly what our attendance procedures are. The school policy for attendance is available on our website for you to read [Deansfield Primary School - Policies \(compassps.uk\)](http://www.deansfield.compassps.uk).

The government expect children to attend school for at least **95%** of the time. We have information below for you to read which explains how important regular attendance is. If your child's attendance falls **below 90% this is considered persistent absence**. If any child falls below this, we are duty bound to contact and discuss the reasons for the absence. Of course, in many cases, there are very clear reasons but we will still need to talk to you to discuss them so that we have a clear record.

In order to avoid any confusion, if your child is away for legitimate reasons, please ensure you follow this guidance:

1. Telephone or email the school immediately on the 1st day that your child is too ill to attend.
2. Whenever possible make any dentist/doctor/hospital appointments outside of school hours. Please show any appointment letters/cards to office staff.
3. Do not keep your child away from school if there is an issue in school; contact the school to discuss the problem with a senior member of staff.
4. Do not keep your child away from school for unnecessary reasons, i.e. birthdays, holidays, relatives' visits, shopping trips, your own ill health.

For our children to gain the greatest benefit from their education it is vital that they attend school regularly and punctually, the policy sets out how we, together, will achieve this. In order for any attendance and punctuality policy to be effective it must be consistently applied throughout the whole school, by its staff, pupils' and parents.

Why regular attendance is so important:

Any absence affects the pattern of your child's schooling and regular absence will seriously affect their learning and achievement. Any pupils' absence disrupts teaching routines which may affect the learning of others in the same class. When children miss vital key learning objectives, it can be impossible to catch up, placing them at a disadvantage to their peers.

Ensuring your child's regular attendance at school is your legal and parental responsibility.

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Research has shown that regular attendance and good punctuality are key factors in children achieving their full potential at school.

Attendance and Punctuality in the Early Years:

Establishing good habits from the start will help your child to settle more quickly and build good habits for later life. Coming to school on time, every day helps to develop confidence.

Research has shown that, even at the earliest age, children with poor attendance and punctuality are at a disadvantage later in life. They generally find it harder to make and maintain friendships, they achieve less, and they often suffer from poor self-esteem. The school keeps a register of attendance for every child. This is a legal document, it records and classifies every half-day attendance and/or absence. Absences are classified as either authorised or unauthorised. For this reason, the school will ask parents/carers for the reason for each absence.

Every School Day Counts

Although being absent cannot always be helped as we all do become ill from time to time, please take a look at the table below to show you exactly how much time your child could be missing.

365 Days in a Year	190 School Days in Total	Absence
100% Attendance	190 Days	0
95% Attendance	180 Days	2 Weeks
90% Attendance	171 Days	4 Weeks
85% Attendance	161 Days	6 Weeks
80% Attendance	152 Days	More than half a term
75% Attendance	143 Days	9+ Weeks

Helping to create a pattern of regular attendance is everybody's responsibility – parent, pupils and all members of school staff.

To help us all to focus on this, we will give you details on attendance in our newsletter and website.

Safeguarding:

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Effective attendance procedures are integral to ensuring all children are kept safe. Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses: - Attendance, Behaviour Management, Health and Safety, Access to the Curriculum and Anti-bullying. Failing to attend school on a regular basis will be considered as a safeguarding matter.

Yours sincerely

Mrs C Daly
Head Teacher