



Attendance Newsletter

At Gorton Primary School, we take attendance and punctuality very seriously. We aim to have an attendance figure in excess of the national average of 96.7%. Attendance data is tracked by the Department for Education and will adversely affect our Ofsted rating if it is below the required level. Our attendance figure to date is 92.8% which we must improve on.

GREEN – 96-100%. Excellent attendance above the national expected average, ideally where all children should aim to be 50.5% of our pupils are on Green.

AMBER – 91-95.9% or above. Good attendance - in line with or above national expected average. 16.5% of our pupils are on Amber.

RED - below 90%. Attendance below expected level. We will monitor the child's attendance and if we do not see an improvement, we will contact you by letter. 29% of our pupils are on Red.

Medical Appointments

We request that, where possible, routine medical and dentist appointments are arranged outside school hours as these appointments will affect your child's percentage attendance. We do understand that some appointments, such as hospital consultations, are not always possible to arrange outside of school hours. Please bring medical evidence to the office so we can authorise the absence, if you do not bring evidence, it will be unauthorised. However, if your appointment time allows your child to come to school for registration and then leave, this will have a positive impact on their attendance figure. Likewise, if they are able to be back into school for afternoon registration, this will also have a positive impact.



Attendance through illness

Obviously, attendance levels can be affected by illness, particularly colds and tummy bugs. We would therefore encourage all parents to send their children into school wherever possible. However, if they have been ill with sickness and/or diarrhoea, please keep them off school until they have been symptom free for a minimum of 48 hours to prevent the bug spreading throughout the school community as this has a significant, adverse effect on attendance levels of both children and staff.

RED - STAY AT HOME

Sickness & Diarrhoea - 48 hours must have elapsed before a child can return to school from the last episode.

Covid symptoms

AMBER - SEEK ADVICE

Headache, Feeling Sick,
Tummy Ache

Children often feel unwell if they are anxious, so if in doubt contact the school for advice.

GREEN - COME TO SCHOOL

Mild cough, Cold, Sore Throat,
Feeling Tired

We will always contact you if your child is ill during the school day.



Regular Attendance Means Punctual Attendance

Arriving on time for school is important as late arrivals are disruptive for the class and can be embarrassing for the child who is late. Children can also miss important information during registration including the plan for the day.

- ◇ Gates open at 8.40am
- ◇ Classroom doors open at 8.50am
- ◇ Late arrival is between 9am and 9.20am
- ◇ Arrival after 9.20am is recorded as unauthorised.

Pupils who arrive late will need to sign in and give a reason for their lateness to school. At the end of the school day, staff have planning, marking and training to complete and collecting your child late is disruptive. It can also be upsetting for children waiting to be collected whilst other pupils are being taken home on time.

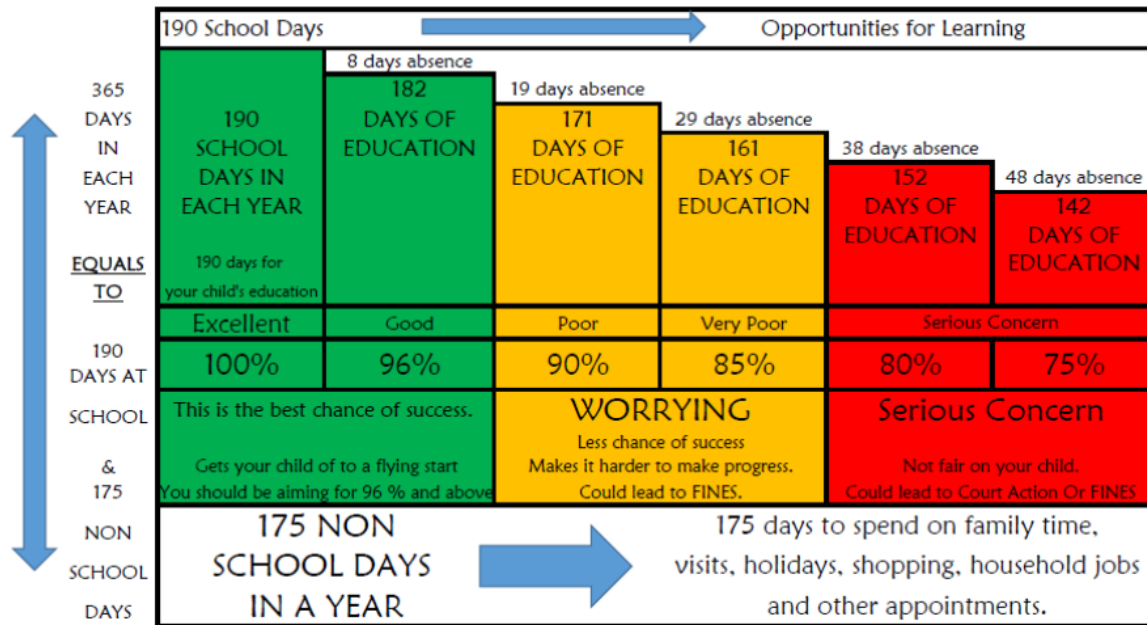
All late collections will need to sign a late book at the office and give a reason for the late collection.

Going to School – Why it's so important!

Lots of people think that missing the odd day at school here and there can't do much harm. But even taking a short amount of time can be a problem. Your child might fall behind in their work and not be able to catch up. If there are gaps in their knowledge they will suffer when school assessment time comes around. There could be other problems too; children who miss school are missing out on the social side of things which affects their ability to make and keep friends and it can dent their confidence to attempt new work and work alongside others.

Collecting your children from school

Please ensure that you collect children on time after school. Children can be impacted when left to wait for a grown up as they can be worried. Staff also have their own commitments and roles after the end of the school day. If you are going to be late to collect your child, please call the office to inform us. Families who continually collect late will be asked to meet with the Principal and children regularly collected late from after school extra-curricular clubs will be asked not to attend due to the implications this causes with staffing.



Please help us to help you. If you are worried about your child's school attendance, then staff are available at school and within the local authority who can help and support you. Gaps in education can mean your child will not reach their full potential.

Holidays and Absence During Term Time

Absence will not be authorised during term time except in exceptional circumstances. It is very important that all parents and carers understand that children with unauthorised absences, including holidays, and unexplained absences are at risk of receiving a Fixed Penalty Notice from Manchester City Council.

The Legal Stuff

School attendance is important because the law requires it. As a parent you are legally responsible for making sure your child gets a full time education. This means registering your child at school and making sure they attend regularly.



Gorton
Primary School
Manchester

Have We Heard From You?

If your child is absent from school then please ring the office to let us know the reason, if we are unable to contact you, we will do a home visit to see why your child is not in school. If we do not get a reason for the absence, we will treat the absence as unauthorised.

Thank you for your support in helping to raise our school attendance. If you would like any support or advice on attendance, please contact Miss Hyde, our Attendance Lead.

Yours sincerely,

Miss C McCoy
Principal

