



# Edward the Elder Primary School

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Headteacher - Mr. N. Cunliffe

## Attendance Newsletter - Autumn Term

**A huge thank you to families for their efforts in maintaining our school attendance above 95% last term!**

### Appointments in School Time

If your child has an appointment during school hours, please bring them to school either before their appointment or afterwards. There is no need for your child to miss a whole day of learning. Please also provide office staff with proof of the appointment.

### Attendance Initiative

For each week that your child achieves 100% attendance they will be given a sticker to put on a classroom wall chart which will enable them to work towards Bronze, Silver and Gold at the end of each term. Children reaching Bronze, Silver or Gold will be given raffle tickets to go into a prize draw.

On the last day of each Term the raffle will be held and a child from Reception/KS1 and from KS2 will win a prize.

Who will be our first winners?

### Punctuality

Your child can come into school any time after 8.45am and should not arrive later than **8.55am**. Late children should be brought by parents/carers to the front office. A reminder also to collect your children promptly at the end of the school day at **3.15pm**.

### Absences from School

Poor attendance has a detrimental impact on pupils learning and over a 5 year period a pupil whose attendance is 90% will have missed half of a school year - this is a lot of lost education!

'Persistent absence' is now classed as anything under 90% - from September 2015, **parents may be prosecuted if their child's attendance falls below 90%**.

If your child is not attending school for any reason you must contact school to inform staff of the reason why. We appreciate that our telephone line is often engaged but co-operation in this matter is greatly appreciated. If you are unable to advise school by phone, we will expect your child to bring in a note on his/her return to school. Also evidence of illness may be requested for pupils with attendance below 95%

**It is essential you contact school so that we know your children are safe.**

### Leave of Absence during term time

You are strongly advised not to take your child out of school during the school term, if however you still decide to do so then a **leave of absence form** must be completed.

You will need to meet with a member of the leadership team to discuss your request; please contact school to arrange an appointment. Please bear in mind if school has unauthorised the absence that on your child's return to school, the paperwork for a fine may be raised and forwarded to our Education Welfare Officer.

Currently the fine stands at £60 per parent, per child if paid within 21 days, increasing to £120 per parent per child and if further non-payment within 28 days, court action may be taken. Forms must be completed and handed into school at least **4 weeks** prior to the expected date of travel.

### Attendance Letters

Attendance is checked weekly by our Education Welfare Officer. If your child's attendance falls under 95% you will be sent a letter informing you of this. We appreciate you may have sent in a letter explaining the absence or contacted school but in most cases this letter is for information only, it is only when attendance doesn't improve when further action may be taken. Under new legislation, parents may be prosecuted if their child's attendance falls below 90%.