

Shamblehurst Primary School Attendance Newsletter

Autumn Term—October 2021

Dear Parents and Carers,

Welcome to our first Attendance Newsletter! At Shamblehurst Primary School we believe that good school attendance is the key to our children's success. This monthly newsletter aims to keep all parents updated with our whole school attendance, along with information on relevant school policies, and any hints and tips that may be useful.

COVID-19

As COVID-19 cases are still high in the area, we are doing everything possible to ensure the safety at school for all our children and staff. Please follow these guidelines until further notice:

- If your child has a temperature (above 37.5 degrees Celsius) or a persistent cough please do not send them into school.
- For any child with a high temperature, persistent cough, loss of taste or smell (this is uncommon in children but a noted symptom of COVID), please arrange a PCR test as soon as possible.
- Children should not return to school until the PCR result is confirmed.

If your child has tested positive, the school office will be in contact to see if they are well enough to complete home learning. We will keep in contact with you throughout any absence to ensure that you and your child are being supported.

Absence due to Illness

Whilst we all wish for our children to attend every day, we know that this isn't always possible because of illness or appointments that cannot be changed. Please follow these rules for absence:

You must call the office every morning that your child is not attending school on 01489 782342. You have the option to leave a message on the absence line, or speak to a member of the office staff, if the lines are busy please let me know by email (Rebecca.winfield@shamblehurst.co.uk)

If we do not hear from you we will have to mark the session as unauthorised, which could lead to a fine being raised.

Try and arrange any non-urgent medical appointments for outside of school hours, if this is not possible please **provide the office with your appointment letter/ text confirmation** so we can update the registers.

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Holidays in Term Time

We are aware that due to the pandemic holidays have been cancelled and moved around, but it is very important that any rearranged holidays are booked in the school holidays and not during term time, where possible.

To request a holiday from school, please complete an 'Absence request form' which is available in the school office. Please note that these are only approved in exceptional circumstances, it is incredibly important that your children attend each day.

Our School Attendance September 2021

Our aim is for school attendance to be at 95% and above, and in September our whole school attendance was only 92.1%. Whilst this is lower than we would hope for, we know that much of the absence was related to children having to isolate due to COVID. The hope is to see our attendance rise now that we have few cases in school.

September 2021 Class Attendance

Dragonfly Class	91.1%
Bee Class	93.8%
Lemur Class	93.8%
Toucan Class	97%
Giraffe Class	92.8%
Flamingo Class	89.7%
Racoon Class	92.1%
Elephant Class	97.5%
Polar Bear Class	79.9%
Koala Class	89.9%
Seahorse Class	85.2%
Panther Class	97.2%
Wolf Class	96%
Orangutan Class	91.4%
Bushbaby Class	90.2%
Otter Class	95.6%

Well done **Elephant Class** for having the best attendance in September
97.5%

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Awarding Good Attendance at School

I have been trying to think of the best way to really encourage the children to want to attend school each day, and often rewards can work as a great reward for achieving 100% attendance.

Each half-term, we would like to recognise those children who have attended each day, and I have created a form to get some feedback on what reward you feel may work well for your child. I would hope that organising rewards each half term would give every child a chance to achieve this.

The link to my form is below and your responses really will help me ensure that we are tailoring this correctly for the children of Shamblehurst!

<https://forms.gle/sRUHFWVS3GLxrCKh7>

I look forward to hearing your ideas and will let you know the results next month!



Mrs Rebecca Winfield, Attendance Officer

