



Coates Primary School



Coates Primary School
The Fold
Coates
Peterborough
Cambs
PE7 2BP

Headteacher: Mrs L Boucher
Tel: 01733 840527
Fax: 01733 840322
E-Mail: office@coates.cambs.sch.uk
Website: www.coatesprimaryschool.info

27.2.23

Dear Parents and Carers,

I am writing regarding attendance at our school and I am asking for your support in improving our whole school attendance and punctuality.

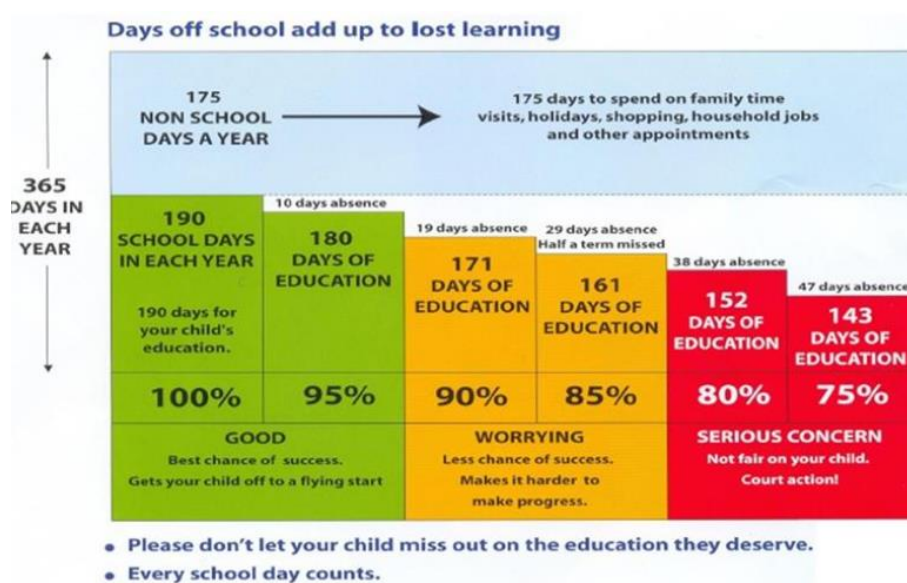
The impact upon children's education through lost learning is huge. At a time when so much education has been disrupted it is vital that we make every school minute count. I urge you to ensure that your child is in school and on time every day to prevent them falling behind with their learning and missing any parts of lessons.

Government departments track school attendance figures. It is considered that attendance of 90% or below is **persistent absence** which will be closely monitored by school staff. Failing to improve on this, 90% can lead to fines and prosecution which we want to help families avoid.

There are things you can do to improve your child's attendance and avoid falling into the persistent absence category:

- If your child is unwell and you are unsure whether to send them to school, contact the office to seek advice on 01733 840527.
- In order that your child's attendance is not compromised, we strongly suggest all medical appointments are made, where possible, before or after school or in the school holidays.
- **Holidays** - We would also ask that you do not book holidays and other special events during school time (190 days) as there are 175 non-school days in the year. **These will only be authorised in exceptional circumstances.**
- Keep up to date with what % attendance your child has so that you know if they are at risk of persistent absence (office staff will provide this for you).
- Speak to school staff with any concerns.
- Talk to your child about the importance of them being in school and let them know how important **you** feel it is.

The table below provides an example of the impact of lost learning through pupil absence:



Punctuality is also highly important. Pupils who arrive late to school are not only losing learning but also disrupting the learning of others as they arrive late for lessons. Pupils do not like being late into school and we witness how upsetting it can be for them. We want to prevent this.

The table below provides an example of the impact of lost learning through pupil lateness.

Number of minutes late <i>per day</i> over a school year	Number of minutes missed over the school year	Hours Lost over the school year.
5	950	Just under 16 hours
10	1900	Just over 31 hours 40 minutes
15	2850	47 hours and 50 minutes
20	3800	Just over 63 hours 40 minutes
25	4750	Just over 79 hours.
30	5700	95 hours

This term we will be sending lost learning letters to parents of pupils (whose punctuality is a concern) each half term informing them of the number of minutes of lost learning for their child due to poor punctuality.

We want to help families get their child to school on time. Here are some things you can try:

- Have everything you/your child needs for school prepared the night before.
- Ensure that your child goes to bed reasonably so they are not too tired to get up in the morning.
- Ensure your child has a good night's sleep by minimising their use of devices at bed time.
- Have a consistent bedtime routine for your child.
- Set an alarm to allow plenty of time for your morning routine in getting to school on time.

- Bring your child to breakfast club if you feel this would help.
- Contact the Family Worker who will be able to support with strategies etc.

Further information regarding attendance, penalty notices and prosecution can be found in the school attendance policy and on the school website. Further advice and guidance on this matter can be located on the Department for Education website and the Cambridgeshire County Council website

I would like to thank the support of the majority of parents who ensure their children attend school regularly and on time.

Kind regards

A handwritten signature in blue ink, appearing to read 'Boucher', is displayed on a light blue background.

Mrs Boucher
Headteacher