



STEETON PRIMARY SCHOOL

Market Street, Steeton, Keighley, West Yorkshire, BD206NN.

Telephone/Fax: 01535 653315

Email: office@steeton.bradford.sch.uk

Website: www.steeton.bradford.sch.uk

Head of School: Mr Kevin Wheeler

Executive Head teacher: Mr John Cooper

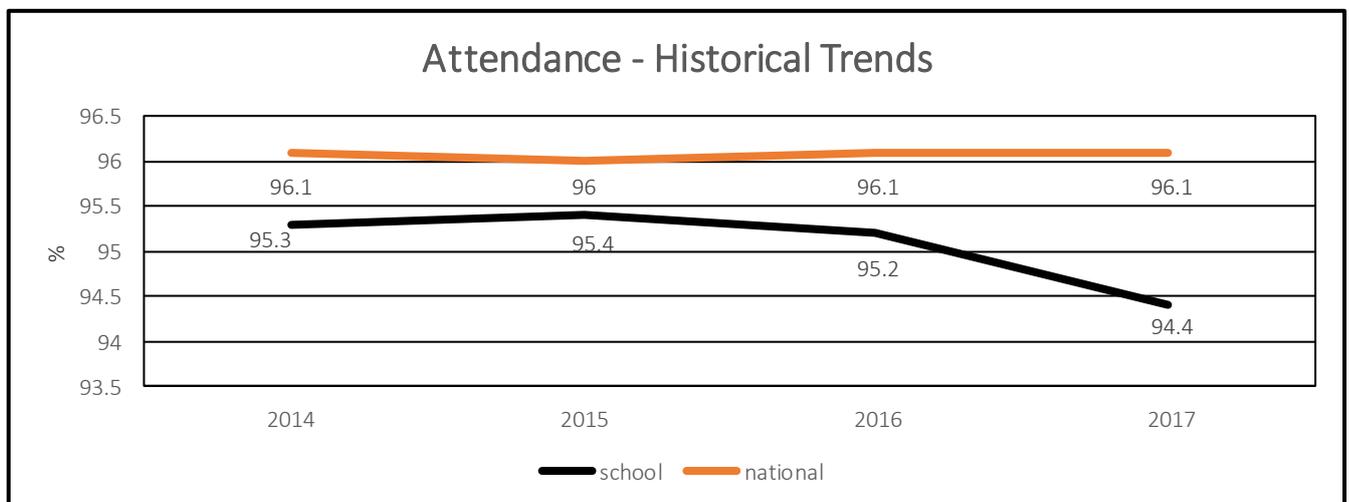
Thursday 24th May 2017

Dear Parents,

Steeaton Primary School Attendance - Measures for Improvement.

The vast majority of parents at Steeton Primary School ensure that their children attend school on a regular basis with no concerns. They recognise that this is the very best chance of success for their children over the course of their educational journey.

We have however noticed a very worrying downward trend in overall attendance at Steeton Primary School, with a marked deterioration in attendance over the last twelve months. See diagram below.



As you can clearly see schools attendance figure (in black) has declined against national figure very sharply.

We would like to help families who take their children out of school understand the full extent of what these figures actually mean. For example the chart below shows that attendance at 95% means that your child has missed 10 days out of every school year. Children with 90% attendance will have missed 20 days or a month of their child's education.



Every Day Counts			
Attendance	How much school is missed each week/fortnight	How much school is missed each year	Approximate absence over 5 school years
95%	Half a day	2 weeks	Quarter of a school year
90%	Half a day weekly	4 weeks	Half a school year
85%	One and a half days fortnightly	6 weeks	Three quarters of a school year
80%	One day weekly	8 weeks	One school year
75%	Two and a half days fortnightly	10 weeks	One and a quarter school years
70%	One and a half days weekly	12 weeks	One and a half school years
65%	Three and a half days fortnightly	14 weeks	One and three quarter school years

As with failure to attend school, pupil lateness has a detrimental impact on your child's academic attainment.

The following table show just how much time is lost due to lateness over the course of a child's school life.

Every Minute Counts	
Daily lateness	Equates to
5 minutes late each day	3 days lost each school year
10 minutes late each day	6.5 days lost each school year
15 minutes late each day	10 days lost each school year
20 minutes late each day	13 days lost each school year
30 minutes late each day	19 days lost each school year

In an effort to control our declining attendance figures school leaders and governors have made the decision to ask Bradford Council to impose fines for holidays which have not been authorised due to exceptional circumstances. This will begin from Monday 5th June 2017. Pupil Leave of Absence Policy is available on request.

The system of granting leave of absence from school in exceptional circumstances can be open to abuse. We have therefore considered it necessary to ask for external verification of the particular exceptional circumstances before leave is granted. This could cover a variety of situations and each one will be taken on its own merit. However, as a guide we would be looking for evidence such as letters from employers regarding unavoidable term time holidays or medical records which support the application.

It is not our intention to be intrusive into family life, but it is our statutory duty to ensure that all children have a good record of attendance.

Should you have any questions regarding the above policy, please do not hesitate to ask.

Yours sincerely,

Mr J. Cooper
Executive Headteacher

Mr K. Wheeler
Head of School

