



STEETON PRIMARY SCHOOL

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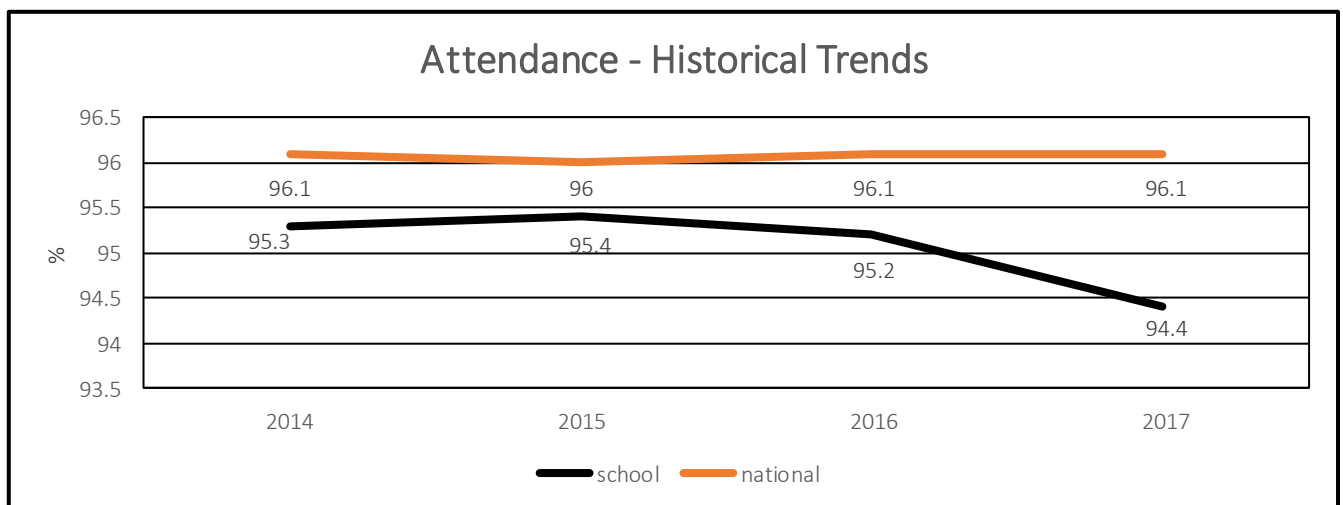
Thursday 24th May 2017

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

