



# Bridgtown Primary School

**Headteacher:**

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Monday 8<sup>th</sup> January 2018

Dear Parents,

At the end of the last term, we gathered together to celebrate 26 children achieving 100% attendance for the whole school year. I'm sure you will agree that this is a great achievement. Unfortunately, as a school our overall attendance was particularly low at 94%. This is something that we are keen to improve as regular attendance is not only a legal requirement but also allows pupils to maximise their educational opportunities.

There are various ways in which we aim to improve and promote good attendance. These include:

- Termly colour coded letters to parents/carers related to levels of attendance.
- 100% attendance is recognised at the end of every term.
- During each Friday celebration assembly, a trophy is awarded to the top three classes with the highest attendance.
- Every week each child who comes to school every day and on time receives a raffle ticket, this is put into a draw at the end of every term to win a prize.
- End of year reports highlight their attendance for the academic year.
- Working with the Education Welfare officer to identify pupils with poor attendance and working with the families to improve it.

Where attendance is particularly poor, the local authority may consider issuing a penalty notice (fine) In line with Staffordshire County Council guidance.

### **Holidays in term time.**

From 1<sup>st</sup> January 2018 **any** period of unauthorised leave may result in you as a parent receiving a penalty notice fine. The headteacher will make the decision if to authorise the absence for exceptional circumstances. Any unauthorised absence will be referred to the local authority. Request for leave forms are available from the office; these must be completed and returned at least 2 weeks prior to the leave of absence.

### **Reporting illness/absence**

If your child is absent from school due to illness you must inform the school on the day. Mrs Murray will call you on their first day of absence if you have not contacted the office. If you do not report the illness or reason for absence to the office it will be recorded as unauthorised.

### **Lateness**

Morning registration is at 8.55am. Children need to be in school by this time if not your child will be registered as late. Late arrivals are disruptive to the whole class and often embarrassing for the child. Close of registration is 9.15am. Arrival after the close of registration will be marked as an unauthorised absence code 'u' in line with the DFE guidelines. If your child is late you must take them to the office. It is important that you accompany them to the office in order to sign them in.

If your child has **10** late marks (they do not have to be one after the other) you may be issued with a penalty notice.

### **Period of time used to measure persistent absence and lateness**

If your child has had 10 days unauthorised absence or is late 10 times over a twelve week period, you may receive a penalty warning notice and also potentially a fine.

Further details and a copy of the revised code of conduct for issuing penalty notices can be obtained from the councils website [www.staffordshire.gov.uk/education](http://www.staffordshire.gov.uk/education).

If we all work together we can improve the attendance of the whole school.  
Thank you for your support in raising attendance here at Bridgtown.

Yours Sincerely

Mrs J. Raybould  
Headteacher

