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Friday, 14 July 2023

ATTENDANCE & PUNCTUALITY

Dear Parents/Carers,

As we get closer to the end of this academic year, we begin to look to September. I would like to remind you of our expectations for attendance for the next academic year. We are committed to ensuring that our children get the best possible chance of 'success'. We expect to see all our children back in school on Monday 4th September, ready to begin the new school year. Research shows that if a child attends every day during the first week of term, they will go on to attend regularly throughout the term. For example, a study by the Children's Commissioner showed us that children who had an unauthorised absence on any day during the first week of term, had an average unauthorised absence rate of 25% compared to 2% for pupils who didn't miss any sessions in the first week.

We would also like to remind you of our Attendance Team - Debbie Massey (Pastoral Leader), Emma Hibberd (Assistant Headteacher) and Sandra O'Keeffe (Attendance Administrator). The team are always ready to help you should you need any support.

We expect children to be in school every day. Understandably there are occasions when this might not be possible and so our attendance expectation is that children will have an attendance record of at least 96% but of course, we will always be aiming for 100%!

The responsibility of parents

As parents of our children here at Cherry Tree, you should:

- Ensure that your children arrive at school on **time**.
- Instil in your children an appreciation of the **importance** of attending regularly.
- Work in **partnership** with us at Cherry Tree to resolve issues, which may lead to non-attendance.
- **Notify** the school on the first day if your child is absent. This could be via telephone (preferable), Arbor or email. Please provide an explanation of why your child is not attending school.
- Avoid where possible arranging medical/dental appointments **during school hours**.
- Avoid booking holidays **during term time**.
- Be aware of our school's **attendance policy**, this can be found on our school website.

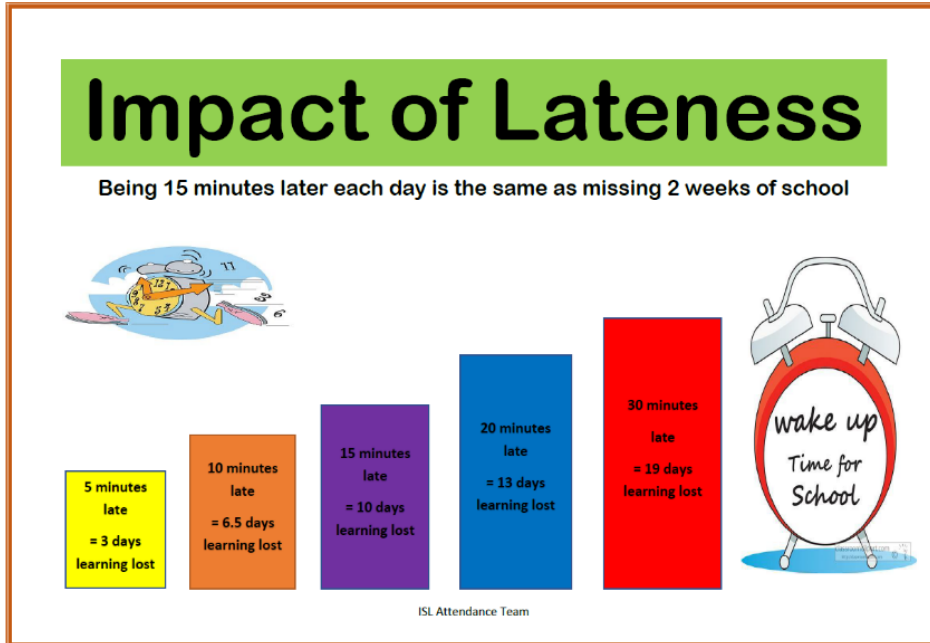


“Learning together, learning for life!”

Being on time – Take 10!

Our school day for children from Reception to Year 6 is 08:50 – 15:15 (08:35/11:35 – 11:35/15:15 for Nursery). Classroom doors are opened at 08:49 and Take 10 learning begins at this time (08:34 for Nursery). Registers will be officially closed at 9am, as will the school gates. If you arrive late for school, you must come to the school office (with your child) through the Main Entrance to sign your child in. Similarly, the school day ends at 15:15, please be prompt in picking up your child as this may incur a fee.

You may not realise, but persistent lateness really does add up...



If your child is not in school

If your child is unwell and unable to come to school, please inform the School Office of their absence **before** 9.15am on that day. Please give details of the absence, as we require more information than 'my child is not well'. E.g., my child has been up all night with a sickness bug and will not be in school today. You can do this by calling 01923 245490 (option 1 if out of hours) or emailing admin@cherrytree.herts.sch.uk or you may wish to update this on Arbor. The school office is open from 8am so you should be able to speak with someone from then. If we do not hear from you, we may conduct a wellbeing visit at your home.

You will be asked to provide medical evidence in the form of an appointment card or prescription etc if:

- Your child's absence is prolonged
- Your child has a low attendance rate e.g. Lower than 96%

How we will manage attendance at Cherry Tree

Miss Massey, Mrs Hibberd and Mrs O'Keeffe meet every fortnight to review individual children's attendance. These meetings are fed back to senior leaders and class teachers. The appropriate course of action to support our children and their families is then decided. In order to do this consistently, we will be following the flowchart below in line with our attendance policy. This flowchart can also be found on all classroom doors.

We thank you for your cooperation in ensuring that our children are in school, and on time. Please don't hesitate in contacting our school office for any further support with this.

Yours Sincerely

Debbie Massey

Pastoral Leader

Sandra O'Keeffe

Attendance Admin

Emma Hibberd

Assistant Headteacher

Cheska Tyler

Headteacher

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