



# NEW SWANNINGTON PRIMARY SCHOOL

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[www.newswanningtonprimary.org.uk](http://www.newswanningtonprimary.org.uk)

Headteacher: Mrs Judy Ramsell

29 September 2022

Dear parent/carer

## RE: ATTENDANCE MANAGEMENT

As we all know, excellent school attendance is critical to our children's long term success.

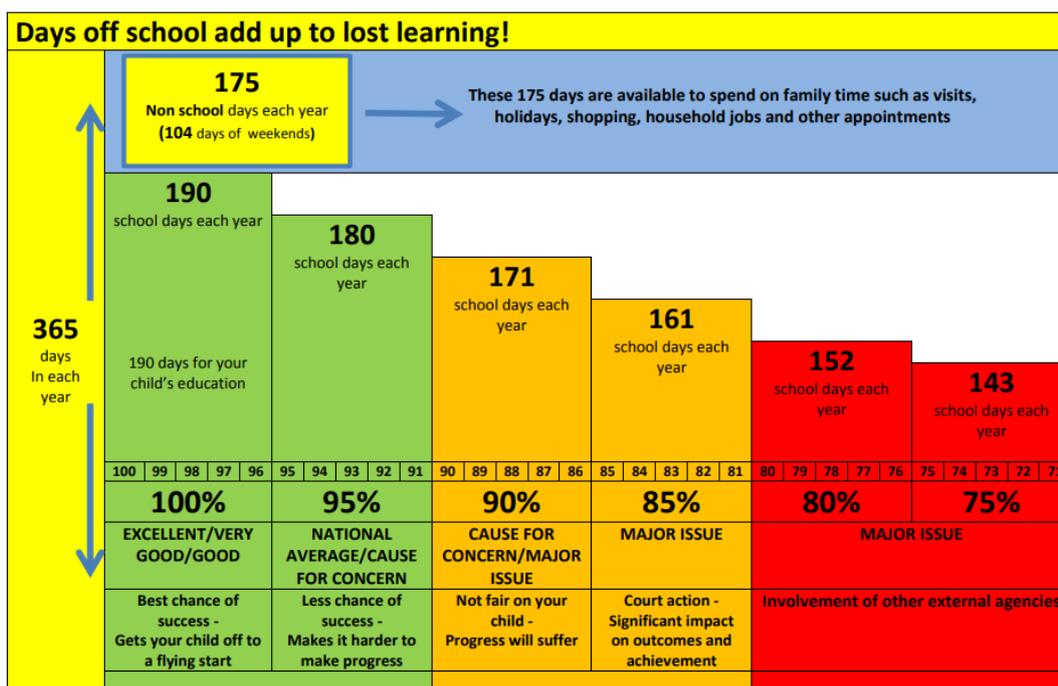
Taking a day off here and there or a holiday during term time may seem inconsequential, however, the following table clearly demonstrates the potential impact of the combined total of these days.

Nobody would consider taking a child out of school for a whole year, half a year or even a quarter of year. However, when the days are added this is how it looks.

One year in school is equivalent to <b>950</b> 1 hour long lessons Five years in school is equivalent to <b>4750</b> 1 hour long lessons Eleven years in school is equivalent to <b>10450</b> 1 hour long lessons And all of this comes down to set of grades on a sheet of paper in an envelope					
Attendance %	Missed Days	Missed weeks	Over 5 years	Annually	Impact over 5 years
100%	0	0	0	Excellent	
99%	1.9	0.38	9.5	Very Good	
98%	3.8	0.76	19	Very Good	
97% <sup>1</sup>	5.7	1.14	28.5	Very Good	
96%	7.6	1.52	38	Good	
95% <sup>2</sup>	9.5	1.9	47.5	National average	Quarter Year missed
94%	11.4	2.28	57	Below Nat. average	
93%	13.3	2.66	66.5	Below Nat. average	Approx. Third year missed
92%	13.3	2.66	66.5	Requires improvement	
91%	17.1	3.42	85.5	Requires immediate improvement/worrying	
90% <sup>3</sup>	19	3.8	95	Cause for concern	Half year missed
89%	20.9	4.18	104.5	Serious concern	
85% <sup>4</sup>	28.5	5.7	142.5	Major issue	
80% <sup>5</sup>	38	7.6	190	Major issue	1 Year missed

School holidays are very generous. School is open for 38 weeks per year, leaving 14 weeks for family activities (as shown in the following table). Taking a child out of school for a holiday simply because it is more financially manageable or convenient is no longer an option and cannot continue.

2.



We have a wonderful new curriculum at New Swannington Primary School that we have worked very hard to develop for all our children to access, enjoy and learn from to secure good outcomes in all their stages at school. *Simply put, attending school is the only way they can achieve good learning outcomes.*

We believe that all our children are capable of achieving an excellent level of education but in order to do this, we need your support by ensuring that their attendance levels are consistently high. In view of this, and to ensure that this conversation continues, we will send home half termly updates which show your child's attendance percentage. This will clearly demonstrate to you the impact that absences may be having on their education.

We appreciate that children can become unwell at times and nobody would suggest that they attend school when they are not well enough to do so. However, the point of this communication is to reiterate the impact that term time absences (especially holidays) have on their learning. Many children have incredible capabilities that they are unable to reach, simply because they are not in school consistently. Please also consider that this not only impacts their academic success but also their social and emotional wellbeing.

Please also remember that lateness is an absence, is recorded as such and will also impact your child's attendance levels. School starts at 8.50am, this means that children should be in their classrooms by this time ready to learn. Arriving at 8.50am (or later) does not set them up well for their day. Classrooms open at 8.30am and early morning work starts immediately. Over the course of a week, your child is potentially losing a total of 100 minutes of learning time; across a whole academic year this amounts to 3800 minutes or an additional 63 hours of free education.

3.

Taking children out of school is (and must always be) the last resort. However, each instance is considered on a case by case basis. With immediate effect, the following procedure is now in place:

- Please email Mrs Ramsell on [office@new-swann.leics.sch.uk](mailto:office@new-swann.leics.sch.uk) with details about the proposed absence, giving dates and reasons etc.
- This request will be duly considered and in each instance, Mrs Smith will contact you to arrange a further meeting to discuss it.
- A written response will follow this meeting.

As I have communicated before, Term Time holidays will not be authorised unless there is an overwhelming reason. If the request is declined but the holiday is still taken, the absence will be referred to Leicester County Council's Attendance Team. From this point, the matter will be in their hands and a fine may result in line with the latest Department of Education guidance. The current fine is £120 per child, per parent.

If you do have concerns about getting your child into school, we are here to help. Please speak to us as we have highly skilled members of staff from our Family Support Worker to our ELSA, to our School Councillor and Family Link Worker who can and want to provide support.

If your child's attendance becomes a concern, Mrs Smith (our Attendance Officer) will contact you to discuss the situation and the level of support we can provide.

Finally, please find attached a copy of our current Attendance Policy.

I hope that my comments have made it very clear about the emphasis we place on attendance at New Swannington Primary School as this is an issue that will always be of paramount importance to us. Please do not let your child miss out on the education they deserve because EVERY school day really does count.

Yours sincerely

A handwritten signature in blue ink that reads "J.A. Ramsell".

Judy Ramsell  
Headteacher