Bewcastle Road, Top Valley
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Tuesday 5ᵗʰ September

Attendance – We Are In This Together!

Dear Parents and Carers

At Warren Primary Academy, we aim for every child to reach their full potential. Research shows that children achieve better if they are on time and have good attendance. In order to provide children with the best education, we aim for every child to achieve at least 95% attendance, with a goal of achieving 100%.

As you know, the whole school community was extremely proud last year to be judged as 'Good' by Ofsted. Our ambition is to return the academy to an 'Outstanding' judgement, sooner rather than later, but need your significant help with attendance to achieve this. No school can be judged as 'Outstanding' with attendance below the national average.

Last year we achieved a whole school attendance of 92.2% (below the national average of 94%), so we are setting our target this year at **_96%._** In order to achieve this, we need the support of parents and carers in ensuring pupils attend regularly and punctually and for any appointments to be made outside of school hours (where possible).

New Warren Academy Incentives and Communications:

- Each class will get a weekly attendance reward for the highest attendance. This will take place at 2:15pm every Friday.
- The class with the best attendance each half term will get a special reward such as a trip to LazerTag.
- **Each term (Autumn 2, Spring 2 and Summer 2) there will be a prize draw and any child that has 97% attendance or above will be entered. There will be two prizes drawn at random for this: 1x £100 Smyths Voucher (for pupil) and 1x £200 Supermarket voucher (for parent).**
- **There will also be a £100 Smyths toy voucher for the child with the most improved attendance.**

Autumn 2 (December)	Spring 2 (April)	Summer 2 (July)
- £100 Smyths Toy Voucher Prize Draw x 1 (97%+ attendance)	- £100 Smyths Toy Voucher Prize Draw x 1 (97%+ attendance)	- £100 Smyths Toy Voucher Prize Draw x 1 (97%+ attendance)
- £200 Supermarket Voucher Prize Draw x 1 (97%+ attendance)	- £200 Supermarket Voucher Prize Draw x 1 (97%+ attendance)	- £200 Supermarket Voucher Prize Draw x 1 (97%+ attendance)
- £100 Smyths Toy Voucher Prize Draw x1 (Most improved)	- £100 Smyths Toy Voucher Prize Draw x 1 (Most improved)	- £100 Smyths Toy Voucher Prize Draw x1 (Most improved)

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- Each half term a letter will come home with your child printed on either Green, Amber or Red paper which will indicate which category your child's attendance falls into.

  Green 100% – 97%
  Amber 96% – 91%
  Red 90% or below.

The aim is for all pupils to walk out of school, each half term, with a green attendance letter – of course, we need your help to achieve this.

Attendance and punctuality is monitored regularly with the Educational Welfare Officer (EWO). Our main objective is to support pupils and their families in raising attendance. If attendance falls below 95%, your child's attendance will be monitored by the school and the EWO. Letters may be sent home and you may be invited into school for a meeting or the EWO may visit you at home to look at ways of improving attendance/punctuality.

Absence and lateness disrupts the education of the individual child and the whole class and can be highly distressing for the child. I have included a table to show what attendance % means in relation to the amount of days lost in a school year.

Equates to number of school days off each year		
	100%	Perfection
4 School days missed	98%	Impressive
6 School days missed	97%	Good
7 School days missed	96%	On Target
9 School days missed	95%	Slight Concern
13 School days missed	93%	Concerns
20 School days missed	90%	Very Concerned
30 School days missed	85%	Serious Concerns

We would like to take this opportunity to congratulate all parents for ensuring their child is attending school regularly and punctually and therefore benefitting fully from their full educational opportunity. If you do have any problems with getting your child to school then please contact us – **we are here to help**!

We look forward to working together to achieve our school target of 96%..

Yours sincerely

Mr Middleton   Mrs Salam
Executive Headteacher   **Head of School**