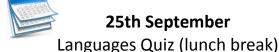


# Weekly Bulletin

September 2018: Edition 2







27th September

Whole School Photographs



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# **Attendance Matters**

We are continuing to focus on attendance and punctuality and would like to remind parents/carers that we expect children's attendance to be at least 97% - this is in line with government expectations nationally.

This edition of the Parent Bulletin has been created to outline the importance of both attendance and punctuality in the education system.

Thank you to those families who have been working hard to ensure that their child(s) punctuality and attendance is high; getting these important habits established early on in a child's life will make a difference in their futures.

We, as a school, have worked hard to develop a successful and supportive process in improving individual student's attendance.

- ⇒ Initially, tutors make contact with families where there is absence with one of their tutees, offering support/ advice when needed in an attempt to resolve any issues affecting that student's attendance.
- ⇒ If a child's attendance continues to drop, the Year Team Leader will introduce the student and their parents/carers to the AIMS (Attendance Improvement Meetings) process. As part of this process, parents and students will attend a series of meetings with the YTL the aim of these meetings being to try to work through any issues affecting attendance and to set targets for improvement. This is a very supportive and successful process which often results in positive change.
- ⇒ If, following this, a student's attendance continues to drop they will be referred to the school's Education Engagement Manager who will work closely with students and parents, offering on-going support where there are attendance issues. Our EEM will also ensure that families understand their legal obligations in ensuring their child attends school regularly and support them accordingly so that the legal process can be avoided.

## Mrs Ghiblawi



My name is Laura Ghiblawi and I am a member of the Student Support team at Poltair School. My role within the team is Education Engagement Manager.

I work holistically with students and their families to resolve attendance issues, ensuring they have access to any support that they may need. I often work in partnership with other agencies/professionals in this field.

If you have any concerns about your child's attendance and/or engagement and would like any advice, please do not hesitate to contact me at the school:

LGhiblawi@poltair.cornwall.sch.uk



#### Why is good attendance and punctuality important?

Education lays the vital foundations of a child's life. Regular and punctual attendance at school is key to both academic and social development, which in turn will improve the life chances of children and young people.

#### So, what does 90% attendance look like?

- ⇒ 90% attendance = ½ school day missed every week!
- ⇒ One school year at 90% attendance = 4 weeks of learning missed!
- ⇒ 5 school years at 90% attendance = ½ school year missed!

Nationally, all children and young people whose school attendance is 90% or below are considered to be persistent absentees.

## Family holidays and term time leave

Parents/carers should ensure that family holidays are arranged outside of school term time.

Parents/carers should not remove their child from school during term time without having first requested a leave of absence in writing from the Headteacher.

All requests for authorised absence will be responded to in writing and will only be authorised in the most extreme circumstances.

If permission is not granted, but the child is still absent, the absence is classed as unauthorised and parents/carers may be issued with a penalty notice.

# Useful information

If your child is unwell please inform the office by 9am on the days that they are absent.

If your child has a prolonged period of illness or a number of periods of illness you will be asked for medical evidence for these absences.

Please avoid making dental/medical appointments for your child during the school day; if an appointment is absolutely necessary please show your appointment card (preferably in advance) to the office as evidence for this absence.

