

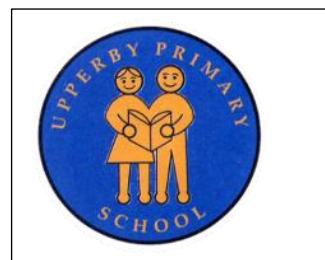
Upperby Primary School

Uldale Road, Carlisle, CA2 4JT

Telephone: (01228) 815460

Email: schooloffice@upperbycdc.org.uk Head Teacher: Mrs P Burns

BA (Hons)



September 2022

Attendance Letter

Dear Parent/Carer,

Once your child is registered at school, you are legally responsible for making sure that they attend regularly. If your child fails to do so, you risk a Fixed Penalty Notice or prosecution. You also need to think about the negative impact this will have upon your child's learning, friendships, self-esteem and self-confidence.

As you know, attendance and attainment are very closely linked. At Upperby Primary School, we are very grateful for all the support we receive from parents and carers who ensure that their children attend school regularly and punctually. (Once the morning register is closed parents will be contacted to check a reason for absence) Please can you contact the school ASAP to avoid this phone call.

This allows teachers the best possible opportunity to support our pupils to reach their full potential.

Attendance During one school year	Equates to days absent	Which is approximately	Which means the number of lessons missed
94%	10 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 Lessons
85%	29 Days	6 Weeks	150 Lessons
80%	38 Days	8 Weeks	200 Lessons
75%	48 Days	10 Weeks	250 Lessons
70%	57 Days	11.5 Weeks	290 Lessons
65%	67 days	13.5 Weeks	340 lessons

Ofsted expected minimum attendance rate for primary school children is 96%. If pupils have more than 7 days absence from school during the academic year they will not be able to achieve this. We have a high expectation at Upperby Primary School that our pupils aim for 100% attendance so that they have access to all learning opportunities and most of our pupils have excellent attendance and punctuality.

Traffic Light System

At Upperby School we have a 'TrafficLight' system as a way of monitoring attendance at school. At the end of each term we will be sending out attendance letters to celebrate good attendance levels and to highlight any areas of concern. The minimum attendance level expected by us in school is 96%.

These letters will be issued each term and detail your child's current attendance. Letters have a colour coded title to match our attendance traffic lights.

ATTENDANCE CERTIFICATE = 100% Attendance, Fantastic!!!

Green Title = 96% attendance and above. Best chances of success, Good.

Amber Title = 90% to 95% attendance. NEED FOR SOME IMPROVEMENT. Attendance will be monitored weekly.

Red Title = 89% and below. Poor with serious concern. DANGER ZONE PERSISTENT ABSENTEE. Panel meetings will be called to address issues and provide support to improve.

Although letters will be issued termly, we will be closely monitoring every child's attendance on a weekly basis. If your child's attendance has dipped we may invite you for a meeting.

If your child is too unwell to attend school, ring as soon as possible to let us know. You **MUST** let the school know in advance if there is a planned absence such as a medical appointment and provide evidence such as an appointment letter/card. Wherever possible we ask that all medical/dental appointments are made outside of school hours or during the holidays.

Medical evidence is required for every absence; if this is not provided by the parent/carer, the absence may be treated as unauthorised. Letters are sent home whenever no reason has been provided for an absence. If there is no response to this, the absence will be recorded as unauthorised.

HOLIDAY REQUESTS

Since September 2013 headteachers have only been able to grant a leave of absence for exceptional circumstances. As a rule of thumb a family holiday or travelling abroad is not considered to be an exceptional reason. There are 38 weeks in the year when schools are open, and 14 weeks (175 days) when families can visit family overseas; go on holiday; travel; take educational trips and attend non-urgent medical appointments. Please note that the Cumbria school holidays sometimes differ to many other counties, so please check for an ideal time to look for a family holiday.

We do understand that in some situations there may be genuine reasons for high numbers of absences and we urge you to come and discuss any attendance/punctuality issues.

Thank you for your continued support.

Mrs J Chandler

Acting Deputy Headteacher