



## Attendance News Issue 02 Autumn 2016

**“Being in school every day makes a difference; every child has a right to education”.**

Welcome to Highfield attendance news issue 02. I hope you enjoy reading our attendance updates. If you have any comments, suggestions or general attendance enquiries, please come and see Miss Evans. Don't forget to check out our attendance updates on Twitter, make sure you are following us!

There are many reasons why regular good attendance at school is vital. One of the most important reasons is your child being able to achieve successful outcomes in school by fulfilling their potential. Here at Highfield School we put great emphasis on attendance and the government does too. They expect every school to achieve attendance that meets the National Average Figure. The government regulations clearly state the National Average figure **MUST** include Eid and other religious celebrations. You will receive regular letters informing you of your child's attendance. This figure will include Eid and other religious celebrations. However, Eid and other religious celebrations are an authorised absence. Please note the figure used to award termly prizes will also include religious celebrations. However, at the end of the year celebration of great attendance, children who have only had EID off school will be invited to attend.



### Medical appointments

Where possible, please make medical and dental appointments after school or during school holidays. If you must take your child out during school time, we will need to see proof of the appointment and your child will need to attend school before/after the appointment. Proof can be a medical card/letter, prescription or a prescribed medicine.

### Illness

If your child is too ill to come to school, please contact the school on the first day of absence to let us know the reason why. Please call before 9am on 0121 647 1708 option 1. If we don't hear from you, we will try to contact you; if after a few days we do not hear from you, we will record this as an unauthorised absence. Please be aware that unauthorised absences can trigger the spotlight process. A copy of this process was sent to you in September. If you have misplaced your copy, there is one on the school website. Please familiarise yourself with this process.



### Here to help

Sometimes, there are underlying reasons why a child does not attend school regularly. If, at any time, you require any help or are going through a difficult time, please come and talk to Miss Evans or a member of the Pastoral Team. We are here to help and support you and can often find ways around any problems you or your child may have. We aim to work in conjunction with parents to break down all barriers to learning.





## Punctuality

Please help your child have a good start to the day and set up good habits of being on time. School doors open at 8:45am: the bell goes at 8.55am. The gates are closed at 8.55am to ensure that all children in school are registered properly. Any child arriving after this time will be classed as late. This year we are continuing to have a push on improving attendance and punctuality. The vast majority of our children do come to school every day and on time so well done to them! They will be on track to win some great prizes. There are some children who arrive late. When children arrive late, they miss out on lesson introductions and some teaching. If your child is late after the register closes at 9.20am, this is recorded as an unauthorised absence for one session and may go towards triggering the spotlight process.

## Ways to help your child with getting to school on time

- Sleep is important so an early bedtime is advised.
- Ensure that they get their uniform and shoes ready the night before.
- If they have a packed lunch, this could be also be done the night before.
- Ensure they get up with plenty of time to get themselves ready and have breakfast.
- If you are travelling to school by car ensure you put your car keys where you can easily find them.



## Classes of the month



Our Heroes for September with the best class attendance was **RW!** A big well doneto all the children in **RW!**

October's Heroes were **5M!** A massive well done to them too!

Who will be our Heroes for the month of December?

H Here

E Every day

R Ready

O on time