



Headteacher: Mrs. N James BEd (Hons) QTS
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Dear Parents and Carers,

This year the Department for Education is tackling attendance head on, in order to ensure that children do not lose any more time from school following the pandemic. Schools across the country have been given very specific direction to improve attendance rates and lower rates of persistent absenteeism.

During our last Ofsted Inspection, attendance was picked up as an area to improve and our report stated that:

“Leaders and governors should ensure that the initiatives designed to reduce persistent absenteeism and improve attendance continue to be embedded.” Ofsted Oct 2019

As you can see from the data below, we have fallen short of this target due to COVID.

	2018-2019	2021-2022
Overall school Attendance	194.4%	92.1%
Rate of Persistent Absentees	17.2% (12 pupils)	31.1% (41 pupils)

This academic year St Andrew’s Primary school is going full steam ahead to work with parents and pupils to ensure we meet the DfE expectation of 96% or above for overall attendance and reduce absenteeism to below pre pandemic data.

However, we cannot do this alone, we need the support from you – our parents and carers!

Here are our top ten things we have planned for this year to keep attendance at the forefront of everyone’s minds.

1.	KS2 96%+ Club – each class to display the pupils who have excellent attendance and share on Dojo on a weekly basis.
2.	Full House – Early Years and KS1 to celebrate every day or week they have a Full House, shared on Class Dojo
3.	Attendance end of term treat – the class with the highest attendance to have a treat at the end of the term – this promotes Teamwork and an incentive for children to turn up for school
4.	Certificates for end of term and rewards for end of year 99/100% attendance pupils
5.	Regular communication with parents about their child’s attendance. End of term and year reports and Tiered letters when their child drops below 96,94 or 92%
6.	Support for parents whose children fell into persistent absentee category last academic year – letter to follow for individual families.
7.	Regular attendance or lateness promotions on Class Dojo and in half termly newsletters
8.	Displays around school and assemblies about the importance of good attendance and the consequences of poor attendance.
9.	Ensuring every household has a clear understanding of policies, procedures and expectations by providing copies of policies and regular information about expectations.
10.	Working with parents and carers of Early Years pupils so that good routines and attitudes to attendance are embedded before they reach statutory school age.





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We also have some new procedures that we will be introducing this year and will be featuring in this academic year's attendance policy.

1.	Pupils, who were persistent absentees who have a frequency pattern or trend that is a cause for concern last academic year, will receive a letter outlining how school will be monitoring and supporting their attendance this year and what will be expected from parents to ensure their child does not fall below 90% again.
2.	We are introducing a 3-tiered letter system to notify all parents/carers of their child's falling attendance at three crucial points – <ul style="list-style-type: none"> • Tier 1 - below 96% (white letter) • Tier 2 – below 94% (yellow letter) • Tier 3 – Below 92% (pink letter)
3.	Parents and carers are now expected to call school daily to update us on their child's absence and expected date of return.
4.	A maximum of 2/3 absences of sickness or diarrhoea will be given within 1 academic year, (with a 48-hour isolation period to avoid contaminating others around school) Unfortunately, some parents/carers use this as a "get out" for regular absences as medical evidence cannot be sought for this.
5.	Patterns and trends in pupils' attendance will be closely monitored and we will be particularly looking for: <ul style="list-style-type: none"> • Absences over long weekends (Fridays and/or Mondays) • Absences of multiple siblings on the same day as a regular occurrence • Absences before/during/after local or national events such as: Football matches, local circus, the day after Firework/Halloween nights etc • Absences on days when it is too hot or raining.
6.	From this year and following DfE guidance, leave of absences will not be authorised unless under "exceptional circumstances, "this means the absence must be a "One Off" - an annual family holiday is not a one off. Please note an application for an exceptional circumstance may need to be supported by evidence. This will be at the headteacher's discretion only and will not be open to appeal. Moving a holiday due to COVID is no longer an exceptional circumstance.

We hope you have found this letter informative and you are all on board in supporting us get our pupils back on track and make up for any lost time created by COVID.

Yours Sincerely
 Mrs N James
 Headteacher

