



Dear Parents/Carers,

At Fellgate Primary School we are committed to promoting good attendance so all of our children get the most from their education and have the best start in life. We monitor attendance levels every week and we ask parents to support us in this by:

- Informing school if your child won't be in school. Parents/carers can ring the school office and leave a message or they can send a Dojo message to the class teacher or Helen, our Family Support Worker.
- Inform school if your child has a medical appointment; these appointments do not affect your child's overall attendance.
- Ensuring your child is in school on time every morning: 8:55am for our Main School children and 9:05am for our Base children. Learning starts as soon as school begins and we don't want your child missing part of the curriculum every day. Breakfast bagels are provided every morning in class for every child.

We will mark an absence as 'unauthorised' if we have not received contact from parents/carers informing us why. We have a statutory duty to record attendance and follow up any unauthorised absences, therefore we will contact parents via a Dojo message or phone call to ask why your child is absent. In some cases, if we are consistently not informed of absences, we may conduct a home visit. The Local Authority Attendance Team requires schools to refer parents to them if a child has 10 or more unauthorised absences. We do not want to do this, so we urge parents to inform us of any absence.

To promote good attendance, we have rewards in place –

- 'Get Up, Get In, Get On' – every week the classes with the best attendance gain points. The 2 classes (one in Main School and one in the Base) with the most points at the end of every half-term receive a treat to spend how the class decides – pizza parties have proven very popular in the past.
- At the end of every half-term, children with 98% attendance and above receive a certificate and a small prize. This starts again each half-term, so if your child is absent due to illness one half-term they have the chance to gain a certificate the following half-term.

Many thanks for your support

*Mrs J. Tones*

