

COPPERMILL PRIMARY SCHOOL

Headteacher Mrs Figen Bektaşoğlu
Assistant Headteacher Mr Will Power

Address Edward Road, Walthamstow E17 6PB
Telephone 020 8520 6267
Website coppermillprimary.co.uk
E-mail school@coppermill.waltham.sch.uk



Learning Together, Achieving Forever

Attendance and Punctuality

Dear Parent / Carer

This is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend school regularly and are on time every day. We are aiming for outstanding attendance and we need your support to achieve this.

Why Regular Attendance is so important:

Learning

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Safeguarding

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti-bullying
- Failing to attend this school on a regular basis will be considered a safeguarding matter

Ensuring your child's regular attendance at school is your legal responsibility.

Promoting Regular Attendance:

Helping to create a pattern of regular attendance is everyone's responsibility – parents / carers, pupils and school staff.

	Attendance	Days absent during one school year
Outstanding	98%-100%	Less than 5 days absence
Good	95%-97%	Less than 10 days absence
Cause for concern	90%-94%	10+ days absence
Major cause for concern	Below 90%	19+ days absence



Our Attendance Policy has been adopted by the Governing Body and can be viewed on our school website. I would like to outline some significant points of the policy which we hope will continue to improve attendance and punctuality, since good attendance of more than 96% and punctuality are key to progress and attainment for all children:

- School starts at 8:50am and the gates close at 9:00am.
- All children arriving after 9:00am will need to report to the school office. A parent / carer will need to escort them and record the child's name, class and reason for lateness on the attendance register. The child will then be sent to class.
- If a child arrives after 9:30am they will receive an unauthorised absence mark for the morning session.
- If your child is unwell, a parent or carer must call the school office by 9:00am to advise us of the reason. A daily phone call is required on each subsequent day of absence. Medical evidence will be required on the third day of absence.
- In order to promote high standards of attendance, a weekly attendance bear is awarded in assembly for the class with 100% attendance. We will also be awarding termly certificates for individual pupils whose attendance is 100%.
- Parents of children who persistently arrive late for school after registers close will be contacted by our Educational Welfare Officer (EWO) – Ms Claudette Shaw.
- We strongly discourage medical appointments during the school day. However, if your child has a medical appointment which cannot be booked outside of school hours, please remember to bring the hospital letter or GP appointment card to the school office when your child returns to school otherwise the absence will be recorded as unauthorised.
- Holidays during term-time are not permitted and will be unauthorised. We will refer all cases of unauthorised holidays, of more than 3 days, to the London Borough of Waltham Forest for Penalty Notices to be issued.
- If you would like to request leave of absence for your child, for exceptional circumstances, this will need to be made in writing at least 1 week in advance. I will then inform you of the outcome in writing.

We appreciate your support in this matter and look forward to all our pupils achieving outstanding attendance.

Yours sincerely

Mrs Figen Bektaşoğlu
Headteacher

