



Brookland Junior School

Moving Forward Together

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Thursday 29th March 2018

Dear Parents/Carers

As you are aware our recent Ofsted Report highlighted the issue of attendance at school. Our current whole school attendance is 95.22%, the target nationally is 96%. This means that our attendance as a school is below the national expectation. Ofsted made these comments regarding our attendance:

'Attendance of disadvantaged pupils and those who have special educational needs and/or disabilities remains below average and rates of persistence absence are too high.'

'The attendance of pupils is broadly average. However, disadvantaged pupils and those who have SEN and/or disabilities attend less well. Some pupils do not understand the importance of frequent attendance well enough and the impact this has on their learning.'

'The school must ensure that different groups of pupils attend school more frequently and understand the importance of regular attendance.'

Following these recommendations we have reviewed our school procedures and have made some adjustments to our attendance policy and approach to attendance. In the policy we clearly set out the expectation for attendance, the procedures that we follow and the process by which we will send out attendance reminders, warning letters and in the most extreme cases fixed penalty notices. This may mean that parents receive letters regarding attendance far more quickly than they have before. Please understand that these letters are based on percentage attendance and we **must** send these out regardless of circumstances. If you have an ongoing issue with attendance you will be offered the chance for a meeting with myself to support you in ensuring your child attends school.

As you already know as Headteacher I no longer have the discretion to authorise holidays in term time and any such requests will be recorded as an unauthorised absence. I am able to grant days off for certain occasions, for example the wedding of a close family member (parent or sibling exclusively) or a bereavement. If this event is in another country then I can allow a day either side for travelling, however I must see confirmation of travel dates in the form of tickets or email.



After the Easter break we are also introducing a new reward system for good attendance. Each child that has 100% attendance and punctuality will be placed into a fortnightly prize draw and will have the chance of winning a prize. At the end of each term there will be a termly award prize draw that will be awarded to the family of a child that has 100% attendance and punctuality. This will be a restaurant, cinema or family day out voucher.

Another new initiative will be that in the mornings we will be locking the gates to the school at exactly 8:50am. To facilitate this **only children** will be allowed past the adults on the gate in the morning. All children know where their classrooms are and are capable of getting into class. Any children arriving after 8:50 will have to enter through the office as per our school policy.

During the holidays we are installing a touch screen electronic sign in for any children that are late and any visitors that arrive in school. This should speed up the process of signing in any children that are late.

I am sure that all parents will support us in ensuring that all children attend school as much as possible.

Yours faithfully



Mr G Douglas
Headteacher

