

Middlefield Primary Academy

Part of The Diamond Learning Partnership Trust
Established in the Queen's Jubilee Year 2012

Andrew Road, Eynesbury, St. Neots, Cambridgeshire PE19 2QE
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Executive Headteacher: Mrs Susannah Connell BSc MA (Ed Mgt) NPQH
Headteacher: Mrs Carol Besant

8th October

Dear Parents and Carers,

ATTENDANCE

As you are aware, high attendance is top priority here at Middlefield as frequent absences inevitably affect your child's learning, academically and socially. The children love getting the attendance cup and Flash, the 100% Attendance Husky! Last year we had phenomenal attendance of just over 98%. It is very important that your child attends school every day unless of course they are ill or there is another very good reason for them not doing so.

In addition, information on all absences is automatically transferred to the Local Authority on a weekly basis. We also receive regular visits from the Educational Social Welfare Officer who checks the registers and follows up any concerns.

If your child is ill or there is any other reason why they cannot attend school, please contact the school office on the first day of absence either by phone (absence line available) or email.

It is not sufficient to just tell a teacher or teaching assistant.

If you fail to inform the school office, then we are obliged to contact you. If we are unable to contact you or we don't receive notification regarding the reason for your child's non-attendance then it will be recorded as an unauthorised absence.

You must contact the school office every day of absence before 9.30am unless it is a long-term illness which requires a certain amount of time off i.e. - Chicken Pox, Covid or an absence which has been advised to school in advance and in writing i.e. - holiday, medical appointment.

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PUNCTUALITY.

Children are registered every morning at **8.55am** Children can go into their classrooms from **8.45am** where they will be supervised by a member of staff.

Children who arrive after this time but before **9.05am** are marked as Late on the register.

Registers are closed at **9.05am** and arrivals after this time are marked as an unauthorised absence. It is very important that unless there are exceptional circumstances your child should be at school for the prescribed time.

Please do not drop your child off at the school gates if they are late. You MUST accompany your child into school where they must be signed in.

If children arrive late for morning registration that information is also automatically transferred to the Local Authority in the same way as attendance data.

If a child arrives late in the classroom, it is

- Embarrassing for them.
- Detrimental to their learning, particularly if they miss the introductory session of the lesson which dictates the tasks that they will be required to engage in.
- Makes them stand out as being different from the rest of the children in class.
- It affects the class attendance for the week.
- Part of a process that can build up over time - for instance missing 15 minutes each day is the equivalent to missing 10 days learning over a school year.

Thank you for your continued support.

Yours sincerely,



Mrs Carol Besant and Flash.

on behalf of Middlefield Primary Academy (part of TDLPT)

