Scawsby Saltersgate Infant School
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Dear parent/carer

ATTENDANCE MONITORING AND SUPPORT

As part of our ongoing efforts to improve attendance and outcomes for pupils, we would like to clarify our process for monitoring and improving pupil attendance using our escalated approach at Saltersgate Infant School. Attending school is a crucial foundation for a child's future success and personal development. Each day spent in the classroom offers invaluable opportunities for learning, growth and socialisation that are all essential for academic achievement and wellbeing. Evidence has demonstrated that those children who do not attend school as regularly or arrive at school late are less likely to make good progress in their learning.

Attendance leads in school meet weekly to review pupils' attendance on an individual basis. Following these meetings you may then be contacted in order to raise your awareness of attendance concerns and offer support if appropriate. Punctuality and late arrival at school is also monitored and letters will be sent to ensure you are aware of concerns.

Concern	Pupils who have 3 days of absence will have a home visit arranged to ensure welfare checks can be carried out.
Stage 1	Pupils who have an attendance percentage below the school's attendance threshold. An initial concern letter will be sent to remind parent/carer of the importance of good attendance.
Stage 2	Pupils that continue to have an attendance percentage below the school's set attendance threshold and have further absences from school. Parents will be sent an ongoing concern letter and a meeting may be arranged in school to discuss attendance concerns and offer support.
Stage 3	Pupils that continue to show little, or no improvement, continue to have absences from school and where attendance has not reached the school's set attendance threshold. A serious concern letter will be sent to parents/carers advising that the pupil will commence a 4 week monitoring period. During this period 100% attendance is required unless medical evidence can be provided.
Stage 4	Where a pupil has unauthorised absences during the 4 week monitoring period, they will be considered for referral to the Local Authority Attendance Team.

As you will already be aware, we expect consistent and punctual attendance as this fosters a sense of routine and responsibility that are vital skills for both academic and personal life, both now and in the future. As part of our attendance policy we ask for your support by:

- Encouraging your child to attend school every day.
- Ensuring your child arrives to school on time and ready to learn.
- Reporting any absence prior to 8.30am, including the reason for absence.
- Informing school, confidentially, of any changes or circumstance that may affect your child.
- Supporting your child and the school by attending parent meetings and taking an interest in your child's schoolwork.
- Taking holidays outside of term time. Headteachers are no longer able to grant leave of absence during term time unless there are exceptional circumstances.

We want to support your child to reach their potential and we would like to remind you that you can arrange to speak to school about any concerns or support that you may need. The letters that we send out are meant to inform you and raise awareness of attendance concerns.

We believe that our attendance processes will support our pupils and ensure that every child has the opportunity to succeed academically. Please be aware that you may receive correspondence via email. This may come via your ParentPay account or from the email address **admin@saltersgate-inf.doncaster.sch.uk** regarding your child's attendance, including updates, concerns, or information about any support and interventions that may be required.

Thank you for your continued support and we look forward to working together to improve outcomes for all our pupils. Should you have any questions or require any further assistance, please do not hesitate to contact the attendance team.

Yours sincerely

E Anderson

Mrs E Anderson
Headteacher