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Miss N. Mehat BA QTS N.P.Q.H.

19th April, 2016

Dear Parent /Carer

It is with regret that I have to write this letter, in regards to the issue of attendance. You are aware of the importance both the school and the government place on daily attendance, yet despite this, there have been an increased number of families requesting time off during term time. I would like to reiterate that no time off during term time will be authorised for holidays or visits overseas.

Taking a child out during term time interrupts the learning of the whole class and teachers have to spend time helping children catch up when they return. This is having a detrimental effect on their learning and our attendance which has dropped due to persistent absentees which is when a child has missed 10% of their schooling.

Attendance percentage	Number of sessions missed	Equivalent number of days missed	Equivalent number of weeks missed	Equivalent number of lessons missed
100%	0	0	0	0
95%	19	10 days	2 weeks	48
90%	38	19 days	4 weeks	95
85%	57	29 days	6 weeks	143

If a child has 90% attendance throughout Key Stage 2, it will result in nearly half a year off school!

Lateness – lessons begin at 8.45 am (4/5/6) and 9.00 am (R/1/2/3)

If your child is late everyday	Time lost each week	Time lost over a 12 week term	Time lost over a school year (190 days)
5 mins	25 mins	5 hours	15 hours 50 mins
10 mins	50 mins	10 hours	31 hours 40 mins
15 mins	1 hour 15 mins	15 hours	47 hours 30 mins
20 mins	1 hour 40 mins	20 hours	63 hours 20 mins
30 mins	2 hours 30 mins	30 hours	95 hours
1 hour	5 hours	60 hours	190 hours

I am confident that if we all work together, we can solve this problem and increase not only our attendance levels but also more importantly the academic progress of all our children.

Yours sincerely,

Mrs Done