Dear Parents,

As you will be aware, high levels of attendance are extremely important in order for children to make the most of their learning experiences in school and maximise their potential. This is something we continue to work hard at, in partnership with parents, and your effort and support in helping to achieve high levels of attendance is much valued and appreciated.

Our Attendance Policy and ‘School Attendance Matters – Parent’s Guide’ leaflet (available to view on the school website) details our expectations but to summarise:

Absence

If your child is absent from school please phone 01564 826709 (you can leave a message), text 01564 432005 or email office@ coppice.worcs.sch.uk before 8.30am on the first, and every following, day of absence. It is important you give us the reason for the absence so that we can monitor any potential outbreak of illness and also so that we are able to record it accurately on the register. On the advice of our Educational Welfare Officer all unexplained absences will be recorded as unauthorised.

Where possible please arrange all medical appointments outside school hours. However, if you are unable to do this, please make sure you bring your child in to school either before or after their appointment rather than take a whole day off.

Our expected level of attendance is at least 96%. If your child’s attendance falls below this it will be monitored and further action considered and taken where necessary, including the involvement of our Educational Welfare Officer and the issuing of penalty notices. Attendance below 90% is classed as Persistent Absence and is a serious cause for concern.

Punctuality

Lessons and learning at The Coppice begin immediately, at the very start of the school day at 8.45am, with our Early Bird activities. It is important that children do not miss this key learning.

Holidays

The Education (Pupil Registration) (England) Regulations 2006 state that Head Teachers may not grant any leave of absence during term time unless there is an exceptional circumstance. It is the decision of the Head Teacher as to what might be considered an exceptional circumstance and parents should not expect their request to be granted as a right.
Deputy Head
Mr. W. Hunt

Yours faithfully,

Weekly attendance throughout the school:

- Weekly Punctuality Award presented to KS1 and KS2 class with the least number of lateness.

- Receive a whole school reward of a run afternoon before the end of the summer term.

- Children with attendance of 98% or above for the whole academic year (from the first day of the new academic year to the cut-off point in the second half of the Summer term) will receive a bronze pin badge.

- Children with attendance of 100% for Year 1 will receive a silver badge.

- Children with attendance of 100% for each term will receive a bronze pin badge award. Any child below 100% attendance for the year will merit a 100% badge as per above.

- Children with 100% attendance in any term will receive a bronze pin badge award. Any child below 100% attendance for a whole academic year will receive a bronze pin badge award. Any child below 98% will receive a bronze pin badge award.

- A badge and prize are awarded to children with 100% attendance for the academic year.

- Half-termly certificates are issued for all children with 100% attendance.

- Weekly class attendance percentages and issue certificates to the highest attendance.

We reward good attendance at the Coppermine in a variety of ways:

Rewarding good attendance

All applications for Holiday Leave must be made on a Leave of Absence Request Form. If a request has been approved, you will be notified in writing as to whether or not the

out of school hours leave of up to 10% of the year before.

We may refer unauthorized leave of 6 days or more if attendance is currently a concern. Please be advised that we are duty-bound to refer all unauthorized holiday Leave of 10 or more

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