

The Coppice Primary School

Shawhurst Lane, Wythall,
Worcestershire. B47 5JN

Headteacher:
Mr W Heptinstall B.Ed (Hons) NPQH



Tel: 01564 826709
Fax: 01564 829597
Email: office@coppice.worcs.sch.uk

September 2017

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.



Please be advised that we are duty-bound to refer all unauthorised holiday leave of 10 or more consecutive days directly to County and it is then their decision as whether or not to impose a fine (currently £60 per parent per child). Also, as advised by our Educational Welfare Officer, we may refer unauthorised leave of 6 days or more if attendance is currently a concern (below our target of 96%) or attendance was a concern the year before.

All applications for holiday leave must be made on a 'Leave of Absence Request Form' available from Mr. Hutt or the office. You will be notified in writing as to whether or not the request has been authorised.

Rewarding good attendance

We reward good attendance at The Coppice in a variety of ways:

- We record weekly class attendance percentages and issue certificates to the highest attending class in both KS1 and KS2.
- Half-termly certificates are issued for all children with 100% attendance.
- A badge and prize are awarded to children with 100% attendance for a whole academic year.
- Children with 100% attendance in any term will receive a bronze pin badge award. Any child who has 100% attendance for two consecutive terms will receive a silver badge. 100% attendance for the year will merit a 100% badge as per above.
- Children with attendance of 98% or over 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 whole school reward of a fun afternoon before the end of the Summer term.
- Weekly Punctuality Award presented to KS1 and KS2 class with the least number of lates.

Thank you in anticipation of your co-operation and support in helping to achieve and maintain a high level of attendance throughout the school.

Yours faithfully,



Mr. W. Hutt

Deputy Head