

Dear Parents/ Carers,

I wrote to you in the summer term about the changes to attendance guidance, particularly around the use of fixed penalty notices for unauthorised absences. As we begin a new school year, I am taking this opportunity to share this information again and to tell you about our exciting new rewards for attendance.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the **legal responsibility of every parent** to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional **legal duty to ensure their child attends that school regularly**. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

## Attendance at Red Lane

All schools have a continuing responsibility to proactively manage and improve attendance across their school community. We are absolutely committed to this responsibility and through our attendance policy and procedures we will pursue all absences and are committed to ensuring that children receive the education to which they are entitled. High attendance is fundamental to academic and social success of all pupils. Regular school attendance is important so that pupils can:

- Work co-operatively with others
- Develop their academic knowledge and skills and build on these each day
- Gain skills and knowledge and the confidence to apply them to new situations in order that they can take full advantage of the life chances available to them
- Improve their understanding of the world around them
- Widen their experiences beyond their immediate area
- Become confident and successful adults who make a positive contribution to society

We know that sometimes our pupils cannot come to school because they are really unwell - and that's the right thing to do for them and other pupils. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance [is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/when-to-call-the-doctor/) is designed to support parents in their decision making about mild illness.

We also know that pupils fall behind their friends and classmates when they miss school. At Red Lane we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all of our pupils in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success.



Leading Parent  
Partnership Award

2017-2020



## Attendance rewards

The opportunity to attend Red Lane school and access our excellent provision is reward enough for excellent attendance. However, we realise that to pupils this reward is hard to understand and may only truly be realised later in life.

This year we have redesigned our reward system so that it can not only celebrate the excellent attendance of many of our pupils but also encourage others. An outline of this system is below.

- Each day children have opportunity to earn 20 points (10 for being attendance and 10 for punctuality)
- Children will collect these points and a log is kept of their total.
- Children should be aiming for maximum points (100) each week.
- Children who arrive after registration will only earn 10 attendance points but not their 10 punctuality points.
- At regular intervals throughout the term our class attendance champions will run our 'Attendance shop'. Children will be able to exchange their points for a reward. These rewards will vary. Children may choose to spend their points early on for a dip in the prize box or small reward. Alternatively, children may choose to keep saving their rewards throughout the year for a bigger prize such as a special lunch, cinema afternoon or non uniform day.

This system will allow all children, even those who unfortunately have significant periods of illness to earn rewards for their attendance.

As we start the new year we would really appreciate your help and support ensuring that your child comes to school every day so that they can get the best possible outcomes. We want to work with you to achieve this – please call or come in and meet your child's class teacher or our attendance officer if there is anything we can do to support you or your child. We appreciate that every family's situation is unique.

Our school website details our full attendance policy and helpful guides for parents. These have also been posted on Class Dojo. If you would like paper copies, these can be requested from the school office.

**Mrs Driver**  
**Head of School**

