

# Millhouse Primary School

Lee Lane-Millhouse Green-Penistone-Sheffield-S369LN

Telephone-01226763019

www.millhouseprimary.co.uk



**A Small School with a Big Heart**

**3<sup>rd</sup> January 2023**

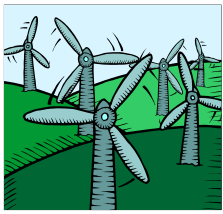
**Dear parent/carer,**

At Millhouse Primary School we want to ensure that our pupils are able to take the fullest possible advantages of all that we have to offer. Regular attendance at school is essential to ensure uninterrupted progress and to enable children to fulfil their potential. We aim to strive towards every child reaching our 97% attendance target to ensure that each child can get the best out of the educational opportunities provided. Research shows there is evidence of a strong link between good attendance and increased attainment. Pupils who regularly attend school make much better progress both socially and academically (see Good Attendance poster attached).

As you are aware, we place a strong emphasis on working with parents and carers, and other agencies where needed, to promote high attendance. We share overall attendance information in our newsletters on a weekly basis and ensured parents/carers were aware of any attendance concerns at our autumn term parent consultation meetings. In order to further promote good levels of attendance, we have devised a graduated approach to attendance triggers, aimed at ensuring parents/ carers have an ongoing awareness of their child's attendance and providing support at an early stage.

## **Graduated approach to attendance triggers:**

<b>Attendance band</b>	<b>Response</b>
<b>100%</b>	<b>Half-termly text messages sent to parents of pupils with 100% overall attendance. Termly certificates. End of year certificates and prizes.</b>
<b>97%-100%</b>	<b>Half-termly text messages sent to parents of pupils with 97%-100% overall attendance.</b>
<b>93%-97%</b>	<b>Text message alerting parents that attendance is below school target of 97%. (monthly)</b>
<b>90%-93%</b>	<b>Phone calls to parents to alert them that attendance in danger of falling into persistent absence band. Discussion with EWO – monitoring.</b>
<b>Less than 90% - persistent absence</b>	<b>Discussion with EWO. Request for medical evidence for future absences due to illness. Internal school attendance panel (where appropriate). Referral to EWO service for formal involvement (where appropriate).</b>



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## **A Small School with a Big Heart**

Text messages will be sent out this week informing parents/ carers of their child's attendance band for the autumn term. Follow-up contact will be made on an individual basis where appropriate – discussions have already taken place with some families regarding attendance. Please note that if your child's attendance is below 90%, medical evidence is needed to authorise future absences due to illnesses.

We would also like to remind parents of the importance of punctuality. We monitor the number of lates carefully and letters are sent by school to any families where children have been late 5 times. If 10 lates occur, a letter from the Local Authority will be received. Please ensure children arrive before 9 o'clock.

Please do not hesitate to contact us if you have any concerns or require further support in this area.

Yours sincerely,

*K.L.Gray*

Karen Gray  
Headteacher