

Bitterley C of E Primary School Academy 2-11



Bitterley, Ludlow, Shropshire, SY8 3HF

Telephone: 01584 890228

Email: admin@bitterley.shropshire.sch.uk

Wednesday 7th September 2022

Dear Parents/Carers,

Following a review of our attendance figures for the last 12 months we are writing to you, so that you understand the full implications of poor attendance and lateness on your child's mental well-being and academic progress. In addition we thought it would be helpful to remind you of procedures and responsibilities.

It is your responsibility to ensure your child attends school every day and on time.

The average expected attendance for a child in primary school is 95%+

Please see the attendance figures for each year group at Bitterley school for the last academic year. Overall attendance for the year was 90.46%

Reception	89.65%
Year 1	85.00%
Year 2	92.29%
Year 3	91.99%
Year 4	94.63%
Year 5	89.92%
Year 6	88.85%

Whilst we were mindful of the disruption to attendance due to Covid and other childhood illnesses last year, it is important to remember this was the case for all schools and attendance at Bitterley was one of the lowest in the county.

Why is it so important to attend school everyday?

- Pupils with good attendance generally achieve higher grades and enjoy learning at school.
- Having a good education will help to give your child the best possible start in life.
- Learning is a progressive activity; each day's lessons build upon those of the previous day. Missing a day can mean a vital step in learning has been left out.
- Good attendance helps to set the standard for good attendance in employment.
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Why is punctuality important for your child?

- Arriving late can increase anxiety, which is detrimental to a child's mental and emotional well-being.
- Being late means you are already behind everyone else in the class.

- Your child misses out on that early morning bonding with friends and additional early morning activities

What can parents do to help?

- Make sure that your child attends school regularly and arrives on time – you will establish a good routine that they will carry through their life.
- If your child is ill or must miss school for some other exceptional reason, contact school immediately.
- Do not take your child out of school for a term time holiday.

Every minute counts

If your child arrives late to school everyday their learning begins to suffer. The examples below show how much education is lost by being late each day.

- 5 minutes late every day over one academic year = 3 days education lost
- 10 minutes late every day over one academic year = 6.5 days lost
- 15 minutes late every day over one academic year = 10 days education lost

Attendance Procedures and Processes

- The gates will close at 8.55am. If you are late, please ensure you accompany your child to the school office and complete the late form.
- Holiday requests during term time will not be authorised.
- Any request for term time absence should be made via the absence request form <https://www.bitterleyschool.co.uk/lateabsence-procedures/>
- All non-urgent appointments should be made after school or during the holidays.
- Every half term our Educational Welfare Officer will audit the school registers. repeated lateness/absence of individual children will be discussed and the EWO may contact you via letter or phone to discuss how your child's attendance /punctuality can be improved. The EWO and school will work with you to improve attendance.
- Term time absences could result in a fine

Please find our attendance policy attached to this email.

Thank you for working with us to support your child's progress and well-being

Kerrie Lewis
Executive Headteacher

Matthew Halstead
Head of School