



Hoole Church of England Primary School

Attendance Newsletter – September 2022

Our target this year is for every child to work towards at least 96% attendance.

Our school Attendance Officer, Colette Williamson, will lead our efforts to improve attendance and punctuality working in partnerships with families. Where attendance is a cause for concern, we notice your child is often later for school or if your child has several odd days off school, Ms Williamson will make contact with you to arrange a meeting to discuss what we can do to help.

If you would like advice and support relating to attendance or punctuality, please contact Colette Williamson or our Learning Mentor, Elaine Robertson.

A reminder about the timings of the school day

	Arrive at school	Whistle blown	Register taken	Register closed	Late after
	8.35am	8.50am	8.50am	9am	9am

When a child arrives in school after 9.30am, this affects their attendance. Their attendance for that morning sessions is coded as U – this attendance code reduces the child's overall attendance percentage.

Punctuality is important for other reasons too. Many classes have phonics sessions first thing in the morning, where children have phonics taught in groups to help them to become confident readers.

We open our gates at 8.35am to enable pupils to have social contact before school as research shows that this helps children's emotional well-being.

Please ensure that your child arrives on school before the morning whistle is blown to ensure that they can settle into the school day with their friends.

How do we monitor attendance and punctuality at Hoole?

Attendance is monitored **daily, weekly, half termly and termly**. To enable us to identify trends and possible issues quickly, attendance is reviewed daily. A weekly tracker is maintained where we monitor the attendance and punctuality of individuals and groups of pupils where additional support may be needed.

A weekly attendance meeting enables us to plan contact with relevant families.

We seek to work with families early to avoid situations where families are fined for irregular school attendance or legal intervention.



Rewards for positive attendance & punctuality

We are introducing new rewards this year to promote positive punctuality and attendance. Every child who is in school on time every day will receive a gold ticket for the week. This means that in a seven week half term, if a child is in every day on time each week, they will have received seven golden tickets. The golden tickets for each week will be entered into a prize draw which will be drawn at the end of each half term.

Our new attendance cups will be awarded on a weekly basis to the classes with the highest rates of attendance in Key Stages 1 and 2. These will be awarded every Monday morning and the winning classes will receive the cup to display proudly in their classroom that week.

100% attendance tea party

We recently held a tea party for the children who had 100% attendance in the last school year. This was a really enjoyable event during which we celebrated pupils who had managed to get through the whole of the year without a single day off!

