

Attendance/Punctuality Newsletter



Whole School Attendance for 2019/2020

95%

Attendance remains a major focus for us at Knowsley Lane and in order to reach our set end of year target we need to ensure that our pupils attend school every day and on time.

As you know attendance and punctuality play a very big and important part in your child's school life. At Knowsley Lane, we are dedicated to ensuring our children can get the best education possible and that means we will do whatever we can to support and assist our families wherever possible with attendance/punctuality. However in certain cases, when we feel we have done all we can to support, then serious consequences will have to be put into place. It is a legal requirement for you to send your child to school on time every day and failure to do this can lead to prosecution

Every child in school started on the 3rd September 2019 with 100% Attendance!

Who will still have 100% Attendance in July 2020?

Attendance Awards

Pupils with 100% attendance for the half term will receive an attendance treat in school.

To be nominated by the class teacher for the **Citizen of the Year** award, pupils must have at least 95% attendance.



Attendance

If your child is not going to be in school, for whatever reason, you should contact the school before **8.30am**.

If for any reason you are struggling to get your child to school, then please contact us and we will do whatever we can to help if possible.

However, there may be times when your child is ill or has been to the doctors. If this is the case, then parents will have to prove to the school that their child had an appointment. , we will mark it as an unauthorised absence until proof is obtained.



Punctuality

The doors open at 8.45am. If the doors are closed then you must go to the main office to sign in. Registers close at 8.55am and children who arrive after this time will be marked as 'late'.

Breakfast Club

Breakfast club opens every morning at 8.15am and costs 50p per child, per day, this can be paid daily or weekly and invoices will be sent out for outstanding payments each half term. Breakfast Club finishes at 8.45am prompt in order to get the children through to class for 8.50am.

Attendance Meetings

These meetings will be taking place throughout the year for children who are absent for more than 10%. They will also monitor progress and offer support. We expect all children to maintain an attendance level of above 95% unless unusual circumstances apply.



Knowsley Lane Primary School Holidays 2019-20

School is closed on shaded dates



SEPTEMBER

M	T	W	TH	F	S	S
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NOVEMBER

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DECEMBER

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JANUARY

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FEBRUARY

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JUNE

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JULY

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AUGUST

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Penalty Notices/Court Proceedings

FINED!

In order to improve our attendance, we will be issuing penalty notice warning letters for those parents/carers who are not making any effort to improve their child's attendance and are taking unauthorised absences.

If no progress is made, fines will be issued at £120 per child, per parent, reduced to £60 per child, per parent if paid within 14 days.

**Thank you for
your support.....**

Change of Policy
Family holidays and extended leave
School will not authorise any holiday during term time.