



## COMMITTED TO ACHIEVING ATTENDANCE

Receiving a good full-time education will give your child the best possible start in life. Attending school regularly and punctually is essential if children are to make the most of the opportunities available to them.

We hope this information will help make our parents/carers aware of how the attendance system works and what they can expect should their child be absent from school resulting in attendance dropping below the schools expected level of attendance.

Your support is very much appreciated.

*OfSTED's desire to see attendance improve is because of unquestionable links to pupil attainment. Children who attend school regularly achieve more.*

Our rationale for not wanting children to be taken out of school for holidays during term time are backed up by *national research funded by the Government's Department for Education:*

- *Holidays in school term time break the continuity of a child's learning*
- *Teachers may not have the time to 'reteach' what has been missed during a holiday*
- *Children find it hard to break back into friendship groups causing considerable stress and unhappiness – further impacting on learning*
- *Children taking holidays in September miss out on learning classroom routines causing distress and anxiety upon return*
- *Pupils suffer a loss of confidence as a result of feeling 'left behind' and worry about 'catching up'*
- *Disappointment for children who work towards events and activities but then miss out as a result of being away*
- *Gaps in learning often take considerable time to be resolved*

Whilst we appreciate that holidays are cheaper during term time than during the 13 weeks that the children have *away from school for 'official' holidays each year, we very much hope that parents/carers take these factors into account when planning an absence from school.*

*Staff at Cromwell Academy are unable to provide children and parents/carers with 'work' to complete to compensate for time away from the classroom as a result of unauthorised absence. However, in the event that exceptional circumstances mean that a child is away from school for a prolonged period, there are some activities that parents/carers can undertake with their children.*

- *Mental maths is the cornerstone to a good understanding in numeracy. By continuing to work on **multiplication tables**, it will help to keep children's skills sharp*

- **Writing a diary of a trip is a great way to improve a child's writing and also provides them with a wonderful memento of a visit.** Children can leave space in these to add photographs on their return
- Encourage your child to read every day. Whilst away, you may even find it possible to hear them read more often than you would at home
- **There are a number of different websites that will provide you with 'worksheet' type activities** such as [www.primaryresources.co.uk](http://www.primaryresources.co.uk) and BBC Bitesize available for different Key Stages.
- **Each half term teachers produce a 'Curriculum Focus'. This is sent home with children and is also available on the school website.** By looking at this in advance, you will be able to acquire books that will aid their learning.

Government research suggests that 17 missed school days a year results in one GCSE grade DROP in achievement.

Education Welfare Officers (EWOs) help to ensure that all children attend school regularly and punctually, they are based in Locality Offices across Cambridgeshire. Each school has an allocated EWO that regularly meets with the school to identify children who may be experiencing attendance difficulties.

**Should the school's own attempts to improve a child's attendance not be successful and there is no satisfactory reason for the poor attendance then the school may refer a child to the EWO.**

Initially school will write to parents/carers using the Three Letter System. The system involves writing to parents/carers using a standard letter identifying attendance issues.

Letter One:

**advises parents/carers that a child's attendance is causing concern, this will be accompanied by a School Attendance Leaflet.**

Letter Two:

**will be sent if there is no improvement in attendance along with a copy of the leaflet 'Information about EWO's in Cambridgeshire'.**

Letter Three:

is sent when attendance levels become a serious concern and the EWO becomes formally involved.

Whenever a letter from this system is used a copy is sent to the EWO. There will be times when school, in conjunction with the EWO, will go straight to Letter Two or even Three depending on individual situations.

Research shows poor attenders leave school with fewer qualifications, are at higher risk of becoming involved in criminal activity and often have difficulty finding and holding down a job. They may also experience social and other problems later in life.

Children get one chance at school, it is vital they make the most of it.

Please note that Cromwell Academy will consider fining families who take their children out of school for unauthorised reasons. We will follow the procedure for non school attendance in Cambridgeshire County Council's **Local Authority Code of Conduct document which is available on their website.**