WORK TOGETHER, AIM HIGH, SHINE BRIGHT

BRIDEKIRK DOVENBY SCHOOL
Dovenby
Cockermouth
Cumbria
CA13 0PG
Telephone: 01900 829889
Headteacher: Mrs J. E. Fish

09.11.24

Attendance November 2024

Dear Parents and Carers,

I am sending home today an **attendance pack**, as it is important and needs to be kept and referred to over the coming months and years that your child is in school.

At the end of August, the DFE released a new National Framework prioritising attendance in schools. Following this, we changed our Attendance Policy which ensures we meet the guidelines set out.

Last week, Cumberland LEA released a letter for headteachers to send out to parents to explain the framework and how, as a Local Authority, they are responding to it.

In your pack you will find…

- Cumberland's **School Attendance Pledge** and the impact of absence on learning
- The **LEA's letter** to parents
- An explanation outlining ***Changes to Fines for Unauthorised Absences***
- How as a school we **monitor and escalate Absence and Lateness (after 8.50am)**

Please take the time to read these important documents which can also be found on the school website under the *Parent* dropdown. Absence Procedures | Bridekirk Dovenby CE Primary School

Towards end of this term, you will be informed of your child's current attendance, however, if we have a worry Mrs Beetham or I may get in touch with you sooner. Please remember, if a pupil arrives after **8:50am** they are late for school.
Each week, on the newsletter we will also inform you of the school's overall attendance which we aim to keep at 97% or above. Please help us to do this by not booking holiday's during term time, by sending your child into school on time and by prioritising attendance with them at home.

We always work together well, and I know that you will appreciate the position the school is in regarding the new policy. Our attendance is generally very good, but we need to make sure everyone works together to ensure it remains this way. Thank you.

Kindest regards,

Mrs. J. E. Fish
Headteacher

HM Government

Cumberland Council

NHS

MOMENTS MATTER, ATTENDANCE COUNTS.

Cumberland School Attendance Pledge

1. Making sure children/young people regularly attend school is the responsibility of everyone.
2. We are committed to working together to improve school attendance for children/young people across Cumberland.
3. We understand that attending school is crucial for everyone, and when students are absent, it could signal important safety concerns we need to address, particularly if they are a child missing education.
4. Barriers to school attendance can be complicated and come from a number of reasons within families, communities, and environments. We are committed to breaking down these barriers.
5. We will collaborate with each other to remove barriers to attendance. Parents and caregivers play a crucial role in this partnership.
6. We strongly support and promote excellent attendance and role-model this.
7. If we notice that children/young people are not in school during school hours, we will be professionally curious and query the reasons behind their absence.

Each partner has an important and distinct role in supporting the child or family, no one partner can do it on their own.

How Does School Attendance Affect a Child's Learning?

365 Days in a Year
190 School Days
175 Non School Days

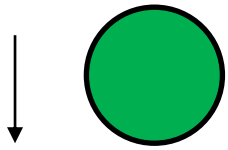
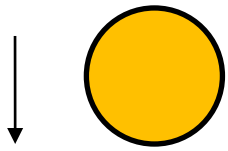
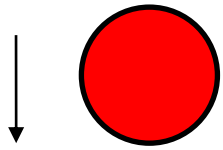
0 Days Absence	10 Days Absence	19 Days Absence	29 Days Absence	38 Days Absence	47 Days Absence
190 Days in School	180 Days in School	171 Days in School	161 Days in School	152 Days in School	143 Days in School
Perfect!		4 weeks missed!	Over half a term missed!		
100% Attendance	95% Attendance	90% Attendance	85% Attendance	80% Attendance	75% Attendance
Best chance of success		Less chance of success		Serious impact on education and reduced life chances	

Having 90% Over 5 school years, is half a school year's work missed.

A 2 week holiday in term time, means that the highest attendance a child can achieve is 94.7%

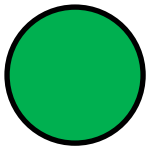
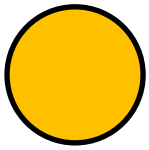
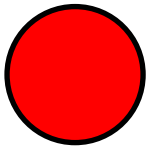
Flowchart 1: Attendance Escalation of Intervention - ABSENCES

Attendance is monitored termly and in some cases half termly. Issues with attendance can arise at any time so action on concerns can take place at any time in the school year, but may fall in line with monitoring.

% Attendance	Level of Intervention	Responsibility
100%  **Lower Green** **96 – 99.9%**	**No attendance concerns.** • Analyse the end of term monitoring. • RAG Attendance Letters to be sent home termly.	The School Senior Attendance Champion (SAC) on these actions
Upper 94 -95.9%  **Lower** **90 – 93.9%**	**Attendance concerns.** • First day response to be actioned. • Speak to the individual in school. • Rewards to be given as per the current school strategy. • Analyse the end of term monitoring. • RAG Attendance Letters to be sent home termly about the impact of poor attendance (Upper or Lower Amber as appropriate). • Parents to be invited to come to school voluntarily to learn about Early Help or other support which might improve attendance.	The School SAC on these actions
Below 90 % 	**Significant attendance concerns.** • Analyse the end of term monitoring. • RAG Attendance Letters to be sent home with a warning that further monitoring will take place over the next half term. At the end of the half term monitoring period: • If there is improvement, communicate and celebrate appropriately and continue monitoring. • If there is no improvement, convene a meeting (with the Head teacher and/or senior attendance champion) to enable the school and parents to agree and write down a parent/pupil/school 'attendance contract' and action plan to improve a child's attendance e.g. TAF, Early Help / Plan of Support. Plan to monitor for a further half term and agree a review date with parents. At the end of the further half term monitoring period: • Invite parents to review the action plan (this meeting will be held, and decisions made in a parents' absence if they fail to attend). • If there is improvement, communicate and celebrate appropriately and continue monitoring. • If there is no improvement then escalate by referring the pupil to [insert LA Access and Inclusion Officer with evidence– this may lead to prosecution	School SAC School SAC/LA Officer School SAC /LA Officer

Flowchart 2: Attendance Escalation of Intervention - LATENESS

Lateness is monitored on a weekly basis and sometimes more often, and the following action triggers are in place.

% Attendance	Level of Intervention	Responsibility
No lateness 	**No lateness concerns.** • Analyse the end of term monitoring. • Celebrate punctuality.	The School SAC on these actions
1 or 2 late arrivals in a week 	**Lateness concerns.** • Lateness is to be challenged by the member of staff admitting the late child into school by speaking to the parent where possible and asking them why their child is late. • Offer advice or support to parents if necessary. • Record it in the school's late system. • Send a lateness warning letter to parents outlining concerns and consequences if punctuality does not improve.	The School SAC on these actions
3 or 4 late arrivals in a week 	**Significant lateness concerns.** • Regularly monitor the need to issue lateness letters. • Issue written warnings (lateness letters) about concerns at the Head teacher's discretion At the end of monitoring: • If there is improvement in punctuality, continue monitoring. • If there is no improvement in punctuality convene a lateness meeting (with the Head teacher and/or senior attendance champion) to enable the school and parents to agree and write down a parent/pupil/school 'attendance contract' and action plan to improve a child's punctuality. • If lateness continues, escalate the lateness to consideration as unauthorised absence and move over to the attendance escalation procedure.	School SAC School SAC /LA Officer