

Dear Parents and Carers,

Welcome to the Autumn Term 2023 Attendance newsletter.

Belgrave St Peters Academy is continuing to focus on attendance and punctuality.

Please take a look at the current attendance data below. A big thank you to those families who have been working hard to ensure their children's punctuality and attendance continues to be a priority.

Year Group	% Attendance
Year 1	
Year 2	
Year 3	
Year 4	
Year 5	
Year 6	
<b>Total</b>	
<b>Reception</b>	



### Why is good attendance and punctuality important?

Education lays the vital foundations of a child's life. Regular and punctual attendance at school is key to both academic and social development, which in turn will improve the life chances of children and young people.

### What does 90% attendance mean?

- ✓ **90% attendance** = ½ school day missed every week!
- ✓ **One school year at 90% attendance** = 4 weeks of learning missed!
- ✓ **Over 5 school years of school** = ½ school year missed!
- ✓ All children and young people nationally whose school attendance is **90%** or below are considered to be **persistent absentees**.

### School Starts & Finishes

**Nursery 8.35am - 11.40am**

**Reception – Year 6**

**8.35am – 3.15pm**

### Family holidays and term time leave

Parents/carers should ensure that family holidays and any term time leave are arranged outside of school term time. Parents/carers should not remove their child from school during term time without having first requested a leave of absence in writing from the Headteacher.

All requests for authorised absence will be responded to by telephone call, email or in writing and will only be authorised in exceptional circumstances.

If permission is not granted, but the child is still absent, the absence is classed as unauthorised and parents/carers may be issued with a penalty notice

Please remember to contact the school office for all your attendance queries. It is important to speak to school if you are thinking of taking your child out of school for the purpose of a holiday. We would like to avoid issuing penalty notices as much as possible and together we may be able to work together to prevent PNs being served.

### Pupil Absence and Medical Appointments

We often receive messages stating that a child is 'ill', 'poorly' or 'not in today'. These reasons have to be recorded as unauthorised absences. Could you please state the exact reason for your child's absence, so it can be authorised. If your child has a medical appointment in the morning or afternoon, we do not expect them to be absent for the whole day; if this is the case, part of the day will be recorded as unauthorised. We also need to see proof of any medical appointments.

Thank you for your help with this.



PLEASE REMEMBER.....

To call the school office if your child is absent from school –  
01162665790 or email [admin@belgrave.risemat.co.uk](mailto:admin@belgrave.risemat.co.uk)

If we do not receive a call or email stating why your child is absent from school, the school will call home. Where there is no answer, we will continue to call other contacts that have been provided by parents. Should there be no reply to the above endeavours to contact a parent/carer, the Attendance Manager or a member of the school staff may visit your home to do a safe & well check.



## For all your attendance queries please contact...

**School Attendance Officer Mrs Harvey**  
**[Admin@belgrave.risemat.co.uk](mailto:Admin@belgrave.risemat.co.uk)**



**01162665790**

