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*'Learning at its heart'*

## Individual Attendance Overview – February 2019

Friday 15<sup>th</sup> February 2019

Dear Parents/Carers,

With this letter you will find an overview of your child's attendance so far this year. As you will know, the school's attendance was previously raised as an issue during the last OFSTED inspection and it is an area which we have, with your support, worked on to improve. As a school, attendance has improved dramatically over the past year and at present the school attendance rate for the year is 97.1%, compared to a national average of 96.1% for primary schools.

Attendance can be affected by many factors and clearly, a prolonged illness can impact on this dramatically. Also, as with any average figure, half of the children will be above the school average and half the children will be below it.

The table below explains the codes that are in the summary.

Code	Meaning		
		V	Visit or trip (V)
/	Present AM	N	No reason (N)
\	Present PM	C	Other Authorised Circumstances (C)
M	Appointments (M)	#	School Closed to all Pupils (#)
I	Illness NOT appointments (I)	G	Holiday NOT agreed (G)
L	Late (after register taken) (L)	Y	Absent due to exceptional circumstances (Y)
O	Unauthorised absence (O)	H	Holiday agreed (H)
U	Late (after 9.00am) (U)		

Where a child attends school after the register has been taken at 8.50am, this is recorded as L. Where the children arrives after 9.00am, this is recorded as U. In each case, the number of minutes late is recorded.

If you need any clarification of your child's attendance summary, please come in to see me.

Yours sincerely,

Mr K Riley

Head of School

