



Attendance Newsletter

February 2024

Thank you to all those parents who have signed in to the new Arbor App. Hopefully you have found your way around and discovered your child's attendance page and their report from last term. We will be expanding our use of the App over the coming year to include trips, clubs and dinner payments so, if you have not yet signed up or are having issues signing in, please contact the school office as soon as possible.



We have noticed a trend in our school attendance with Friday being a particularly low day for children to be in school, this is closely followed by Monday. We realise that it can be a long week for some children but please be mindful that we are monitoring this and, if there is a pattern of low attendance on these days they will not be authorised which could lead to a penalty notice of £60 for failing to ensure your child attends school regularly. This also applies to parents with children at other schools who keep Holland Park children off when the other school have different non-pupil days.

Persistent Lateness

Once your child is registered at school you are legally responsible for making sure they attend school on time on every day available to them.

We have seen an increasing number of late children arriving each day. Not only does this upset the child arriving but the whole class is disrupted every time a child arrives late.

We are closely monitoring lateness and will ask families to attend a meeting in school if there is a continuous pattern of late attendance.

Children need to be in school and ready to start their day by 8:45am.

We understand that occasional lateness due to unavoidable circumstances can occur and we ask that you contact the school should that happen.

You should be aware that any child regularly arriving late can be marked with unauthorised absence. If this reaches a certain threshold a £60 penalty notice can be issued to parents.

Tips to help prevent late attendance:

- Aim for a regular bedtime suitable for your child's age
- Set alarms so everyone gets up on time
- Help your child develop a daily routine
- Prepare lunchboxes/bags the night before
- Ensure you have enough clean uniform for the week
- Leave a few minutes earlier so you have time to park further away and walk if necessary
- Consider sharing pick ups with other parents



Amazing Attendance!

Well done to 1 Steiff for the best attendance as a whole class so far this year.

They achieved 96.14%

5 Sharman are catching up fast!

Bumblebees	94.59%
Dragonflies	94.09%
1Steiff	96.14%
1Bruff	94.36%
2Armstrong	94.73%
2Pepys	94.99%
3Anning	94.67%
3Cleopatra	94.45%
4Seurat	92.41%
4Boudicca	94.70%
5Fawcett	94.55%
5Sharman	95.23%
6Shakespeare	94.84%
6Turing	94.92%

Medication in school



If your child needs medication during the school day you will need to complete a Medication Form available in the 'Parent' section of the school website under sickness & absence.

If your child needs antibiotics for a short time they can also be administered once the Medication Form is completed.

If you have any questions please contact the school office.

Absence Requests (Holidays)

We are aware that some families take time off school and call their child in as 'off sick'. If we have reason to believe your child has been away from school due to a family holiday rather than illness we will write to you and ask for evidence such as medication or a screen print from the GP. We believe that if your child is off school for a week or more, medical advice should have been sought at some point.

AQUINAS

SCHOOL ATTENDANCE PROVISIONS

As you know we are part of the SIGMA Trust who use an external agency, Aquinas, to assist with all aspects of school attendance. They monitor attendance as well as the school and may also contact parents.

**We break for Half term on Friday 16th
February at 3.00pm.**

**We look forward to welcoming
you back on**

**Tuesday 27th
February 2024**



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