



Joy Lane Primary School

A Love of Learning, for Life, for All

Friday 19th January 2018

Oyster Bay Nursery & Oysters SRP (ASD)

Executive Headteacher: Ms DJ Hines

Head of School: Mr M Ashley-Jones



Dear Parents and Carers

I thought I'd take a few moments to write to you in order to update you on our progress to achieve better all-around attendance at Joy Lane. You may remember back in Term One I sent out our 'Attendance Matters' leaflet which explains in detail the importance of regular school attendance and the effect that missing learning time may have on pupil progress and attainment.

As you know, this year I have continued celebrating good class attendance through the 'Attendance Ted' class award each Monday, as well as introducing a whole school attendance display at the entrance to the main hall. Also, on an individual basis, I am pleased to say that there are 154 children who have achieved 100% attendance for Terms One and Two and I wait in eager anticipation to present their 'Bronze' badge (when they all arrive) during celebration assembly and please remember the 'Bronze' badge can still be earned for 100% attendance during Terms Three and Four. At Joy Lane we have many children achieving excellent attendance so a big congratulations to all the children who are well on the way to achieving their end of year Gold, Silver or Bronze certificate too.



On a slightly more worrying note, we still have a number of children who persistently arrive late or are absent from school with an attendance figure of less than 90% and this is something we will continue to address and challenge as the year goes on. If for any exceptional circumstances your child is going to be late, please use the main entrance on Joy Lane.

Please find overleaf a section of the School Attendance policy for your convenience.



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Parental Responsibility

Parents have a legal duty to ensure that their child(ren) attend school regularly and arrive on time. Full attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them by law.

It is the parents' responsibility to contact the school on the first day their child is absent. This is a safeguarding issue so that all parties know that your child is safe.

Pupils are expected to arrive at 8.40am. The register is taken at 8.50am and is then closed. All pupils that arrive late must report, with their parent to the school office where the reason for lateness is recorded and also pupils are issued with a late pass in order to inform the class teacher.

Please refer to the Joy Lane 'Attendance Policy' which is located on our website under the tab Parents / Policies for any further clarification with regards to attendance.

Safeguarding

The class registers are taken at 8.50am as stated in our attendance policy and this will then ensure that all children are accounted for at the correct time and any necessary phone calls can then be made if a child is **missing**, therefore it is important that your child is in their classroom at this time.

In order to encourage the whole school community to achieve this, our internal and side gates leading from Valkyrie and Vulcan Close will be closed at 8.55am with the main blue school gate being the main entry and exit point after closure of registers. A member of staff will be on attendance at this point until 9am and point you in the direction of the main school office where you will need to sign your child in.

Thank you for your understanding and attention in this matter which concerns the safety of all the children.

Yours sincerely

M Ashley-Jones

Mark Ashley-Jones
Head of School

Attendance/AttendanceMatters/Jan2018



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