



BOURNMOOR PRIMARY SCHOOL

Headteacher: Mrs Laura Snowdon

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11<sup>th</sup> May 2022

Dear Parents/Carers,

### Pupil Attendance

#### **Tracking attendance:**

During the Covid pandemic, the way we tracked and reported attendance changed. For this reason, parents did not receive attendance letters as we were very sensitive to necessary pupil absence due to ill health, including Covid. Instead we made regular welfare calls and offered support as needed.

#### **Meeting attendance targets:**

Our aim is to meet the government target of 96% or above and we complete regular monitoring to see who is close to this target. We also look at children between 91-95% and any child who is at 90% or below. We work closely with parents to support children to come to school every day. One of the ways we do this is through support from our Parent Advisor, Mrs Donnelly.

Our key focus remains on children at 90% or below and therefore, if your child's attendance is within this group then we will continue to offer support. **We may ask that you provide medical evidence for appointments to help us track your child's absence.**

#### **Reporting absence:**

A pupil's absence should be reported to school before 9am, and no later than 9.15am when registers close. Parents should ring school every day their child is off school. Please ensure your child is in school promptly each day before the gates close. This allows them to come in with their friends, begin the day together and settle quickly in their class for their learning to begin.

We would like to thank you for all your support with your child's attendance and we value the partnership between home and school and appreciate the communication we have with you. If you have any questions regarding your child's attendance please contact either Mrs Snowdon or Mrs Donnelly.

Yours sincerely,

*L A Snowdon*

Mrs Laura Snowdon (Headteacher)