



Farnborough Primary School

Farnborough Hill
Farnborough, Orpington BR6 7EQ

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www.farnborough.bromley.sch.uk

Executive Head: Miss A James BA (Hons), PGCE, NPQH
Head of School: Mrs C Browne BED (Hons)

16 September 2022

Dear Parents/Carers,

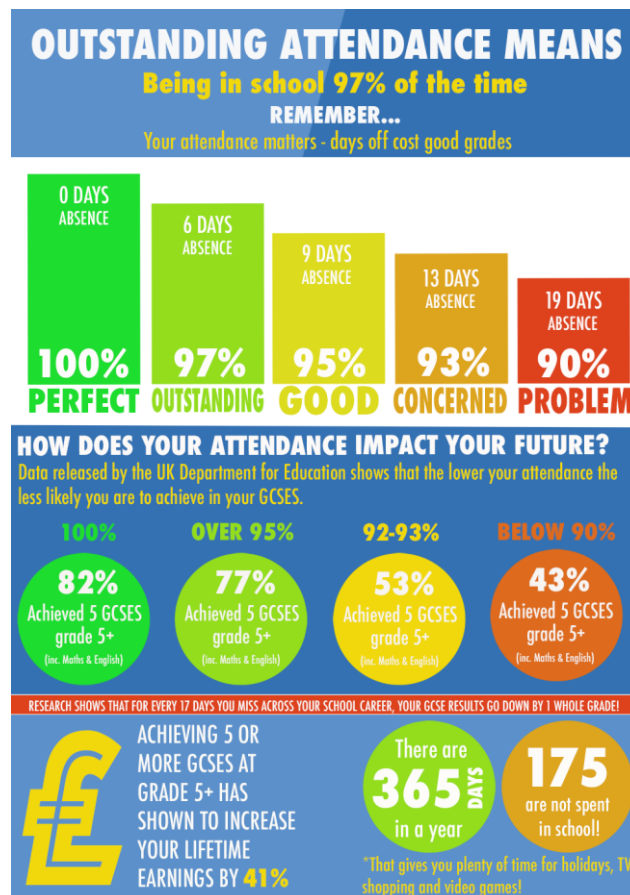
Attendance

Research has clearly demonstrated that children who attend school regularly achieve more than those that do not.

Prior to the Covid pandemic we were proud to routinely maintain an average pupil attendance of around 97% which supported our academic performance that was above the national averages at every statutory assessment point.

Last year, our attendance dropped to 94.7%. As we begin a new school year and have removed all Covid restrictions, it is an opportune time to remind parents/carers that an individual child's expected attendance for the year is 97%.

Attendance is crucial for enabling children to make progress and to reach their full potential. Below is a poster that demonstrates how and why attendance is so important for your child/ren over the years.



Farnborough Primary School is a member of Nexus Education Schools Trust and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Nexus Education Schools Trust (NEST) is a charitable company limited by guarantee and registered in England and Wales Company Number 08753719. The registered office is at Brackley Road, Beckenham BR3 1RF Website: www.nestschools.org



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Children should also not be picked up early from school unless they have an appointment. Any medical appointments should be booked outside of school time. **If this cannot be avoided then proof of the appointment should be emailed to the school at least 48 hours before the date, not on the day.** Teachers do not have access to their emails while they are teaching and if anything is emailed at the last minute, there is not enough time for the information to reach them. Holidays should not be taken in term time and they will be marked as an unauthorised absence.

All children's attendance will be continuously monitored throughout the year. The following table explains the process:

Attendance	Action taken on a half termly basis	Impact
Below 95%	A letter will be sent stating the child's attendance and providing a reminder of the importance of good attendance	The attendance of your child will improve
Attendance continues to fall below 95% towards 90%	A letter will be sent stating the attendance and providing a reminder of the importance of good attendance and an offer to meet Mrs Browne to discuss overcoming any barriers to maintaining good attendance.	The attendance of your child will improve
Below 90%	A child is now classed as a persistent absentee which becomes a safeguarding concern. A letter stating the attendance will be sent and a meeting arranged with Mrs Browne. Attendance targets will be set for the next half term.	If no improvement is made, a meeting will be arranged with the Education Welfare Officer (EWO).

Lateness

Punctuality and lateness will also be monitored.

The impact for a child can be huge if they miss the start of the day – this includes:

- Vital information from their class teacher about the day can be missed
- Disruption in lessons for all pupils
- Feeling embarrassed and upset about being late and feeling 'different'
-

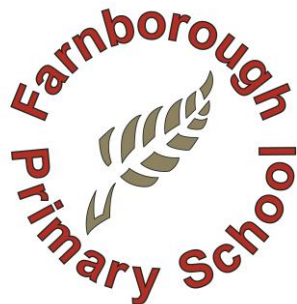
The impact of your child arriving 5 minutes late each day:

5 days a week = 25 minutes lost learning time a week.

39 weeks a year = 16 hours and 15 minutes lost learning time a year.

7 years in our school = 113 hours and 45 minutes learning time lost.





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If a child is late more than 5 times in a half term then a meeting will be arranged with Mrs Browne.

Good attendance will be celebrated in assemblies and at the end of each term for the classes as well as individuals.

Thank you for your cooperation in this matter.

Yours sincerely
Mrs Browne



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