



Lytchett Matravers Primary School

Wareham Road Lytchett Matravers
Poole Dorset BH16 6DY
Lytchett Minster: 01202 622378
e-mail: office@impsdorset.co.uk
Headteacher: Mr S France B.A. Hons.
Tuesday 19th September 2017.

Dear Parents / Carers,

Why is regular school attendance so important?

90% attendance sounds good, but means that your child misses:

- one half day each week
- nearly four weeks every school year
- over one school year in a school career



Lytchett Matravers Primary School works closely with children and parents in connection with attendance, so that each child can achieve to their full potential. Our school's Attendance Target for this academic year is 97%. Once your child is registered at school, you are legally responsible for making sure that they attend regularly. You also need to think about the negative impact low attendance can have upon the following:

- their learning
- their friendships
- their self-esteem and confidence.

As attendance has such a huge impact on children's achievement, from September 2017 we are introducing Traffic Light Letters, which will be issued at the end of each term and will detail your child's current attendance. Letters will be colour coded to match attendance % traffic lights.

Green Letter: 95% attendance and above. This gives the children the best chances of success, this is fantastic!

Amber Letter: 90% to 94% attendance. There is some need for improvement. Attendance will be monitored by the Senior Leadership Team & Pastoral Care, weekly.

Red Letter: 89% and below. This is poor attendance with serious concern. Persistent absence can have a huge impact on children's learning. Meetings will be called to discuss ways in which to improve attendance and provide support.



Additionally, we will be continuing to celebrate 100% attendance. At the end of each term, those children will receive a certificate and be celebrated in assembly. If children collect two certificates over the year, they can collect a non-school uniform token to use when they wish.

At the end of each half term we will also be looking at each class and the overall attendance of children. The class in each Key Stage with the highest overall percentage of attendance, will receive a trophy.

We closely monitor the attendance of every child in the school and work to support those children and their families who are not attending school without sufficient reason. It is very important that you contact school, on the first day of absence, to let us know that your child is ill. Please either contact the school office on 01202 622378 or use the school App to notify an absence. Please be aware that children should not take family holidays during term time. This will be recorded as an unauthorised absence. Timekeeping is also important in the education of your child. If your child is persistently late then they are missing out on important beginnings of lessons. School gates open at 8:50am and will close at 9:00am promptly. If you arrive after this time, please report to the main school office where your child will be given a late mark. Registration will close at just after 9:00am and any child who arrives after this time will be marked as absent.

If you require any support or advice with attendance and punctuality and would like to talk to us about it, please contact the main office to arrange an appointment to see myself, Mrs. McGrail (Pastoral Care) or another member of our team.

Yours sincerely,

Simon France
Headteacher

